

CONTROL-D[®] and CONTROL-V[®]

Online Viewing Guide



Supporting

CONTROL-D[®] version 6.2.18
CONTROL-V[®] version 6.2.18

July 31, 2006

Contacting BMC Software

You can access the BMC Software Web site at <http://www.bmc.com>. From this Web site, you can obtain information about the company, its products, corporate offices, special events, and career opportunities.

United States and Canada

Address BMC Software, Inc.
2101 CityWest Blvd.
Houston TX 77042-2827

Telephone 713 918 8800 or
800 841 2031

Fax 713 918 8000

Outside United States and Canada

Telephone (01) 713 918 8800

Fax (01) 713 918 8000

Copyright 2006 BMC Software, Inc., as an unpublished work. All rights reserved.

BMC Software, the BMC Software logos, and all other BMC Software product or service names are registered trademarks or trademarks of BMC Software, Inc.

All other trademarks belong to their respective companies.

BMC Software considers information included in this documentation to be proprietary and confidential. Your use of this information is subject to the terms and conditions of the applicable End User License Agreement for the product and the proprietary and restricted rights notices included in this documentation.

Restricted Rights Legend

U.S. Government Restricted Rights to Computer Software. UNPUBLISHED -- RIGHTS RESERVED UNDER THE COPYRIGHT LAWS OF THE UNITED STATES. Use, duplication, or disclosure of any data and computer software by the U.S. Government is subject to restrictions, as applicable, set forth in FAR Section 52.227-14, DFARS 252.227-7013, DFARS 252.227-7014, DFARS 252.227-7015, and DFARS 252.227-7025, as amended from time to time. Contractor/Manufacturer is BMC Software, Inc., 2101 CityWest Blvd., Houston, TX 77042-2827, USA. Any contract notices should be sent to this address.

Customer Support

You can obtain technical support by using the Support page on the BMC Software Web site or by contacting Customer Support by telephone or e-mail. To expedite your inquiry, please see “Before Contacting BMC Software.”

Support Web Site

You can obtain technical support from BMC Software 24 hours a day, 7 days a week at http://www.bmc.com/support_home. From this Web site, you can

- read overviews about support services and programs that BMC Software offers
- find the most current information about BMC Software products
- search a database for problems similar to yours and possible solutions
- order or download product documentation
- report a problem or ask a question
- subscribe to receive e-mail notices when new product versions are released
- find worldwide BMC Software support center locations and contact information, including e-mail addresses, fax numbers, and telephone numbers

Support by Telephone or E-mail

In the United States and Canada, if you need technical support and do not have access to the Web, call 800 537 1813. Outside the United States and Canada, please contact your local support center for assistance. To find telephone and e-mail contact information for the BMC Software support center that services your location, refer to the Contact Customer Support section of the Support page on the BMC Software Web site at http://www.bmc.com/support_home.

Before Contacting BMC Software

Before you contact BMC Software, have the following information available so that Customer Support can begin working on your problem immediately:

- product information
 - product name
 - product version (release number)
 - license number and password (trial or permanent)
- operating system and environment information
 - machine type
 - operating system type, version, and service pack or other maintenance level such as PUT or PTF
 - system hardware configuration
 - serial numbers
 - related software (database, application, and communication) including type, version, and service pack or maintenance level
- sequence of events leading to the problem
- commands and options that you used
- messages received (and the time and date that you received them)
 - product error messages
 - messages from the operating system, such as file system full
 - messages from related software

Contents

About This Guide	15
Conventions Used in This Guide	15
Information New to This Version	18
Related Publications	18
Chapter 1 Getting Started	19
Before you begin	20
Note to the INCONTROL administrator	20
Overview of online viewing	22
Entry Panel	22
Changing Entry Panel Display Types	23
Report Selection	25
Exiting the Report Viewing Screen	27
Screen Layout	27
Selecting Another Report for Viewing	28
Scrolling Up and Down	29
Changing the Scroll Amount	30
Scrolling by Print-Page	32
Shifting Right and Left	34
FIND Command	36
Repeating a FIND	36
HELP Command	37
Exiting the Online Viewing Facility	39
Chapter 2 Basic Report Viewing and Editing (Using Rulers)	41
Overview	42
Online Viewing of Reports Designed for Printing	42
Need for Reformatting Reports	44
Rulers	46
Quick Ruler Definition (QUICKVIEW) Key	46
Report Editing Screen	46
Edit Report Lines and Columns Screen	48
Defining Non-Scrollable Headers	48
Selecting a Model Line for Column Freezing	50
Edit Report Columns Screen	52
Freezing Columns	52
Line Range Field	53
Selecting a New Model Line	55

Specifying a New Freeze and Column Colors	56
Exiting a Ruler Definition	59
Exit Option Window	60
Defining Color Based on Strings	61
Color Screen.	63
Saving With Or Without Overwriting an Existing Ruler	65
Using Rulers for Record Inclusion	66
Selecting a Ruler for Editing	67
Include Screen	68
Defining Color and Defining Multiple Strings in the Include Screen.	70
Logical Operations for String Fields in Rulers	72
Clearing a Ruler	73
RULER/ON/OFF/name Command.	74
Notepad Facility and Tag Notes.	74
Creating Tag Notes	75
Reviewing Existing Tag Notes	77
 Chapter 3 Report Printing and Report Restoring	 81
Overview	82
Printing a Report.	82
Print Option Window	83
Immediate Printing	85
Restoring a Report	86
History User Report List	87
How to Restore a Report	88
 Chapter 4 Advanced Report Editing (Ruler Capabilities)	 93
Introduction	94
Reformatting Report Columns	96
Cutting and Pasting	96
Defining the Cut	98
Defining the Paste	100
Inserting Overlay Lines	101
Adding Text to Overlay Lines	105
Exiting the Ruler	108
Excluding Report Lines	109
Using the Exclude Lines Based on Strings Screen.	110
Apply on Header Field (in the Include and Exclude Screens)	113
Additional Color Screen Edits	114
Apply on Header Field (in the Color Screen)	116
Dynamic Extraction Parameters	117
Basic %L Dynamic Extraction Parameters	120
Other Dynamic Extraction Parameters	122
Deleting Header Lines	123
Print Rulers	125
Saving View Rulers as Print Rulers	126
Printing a Report	127
Global Rulers	128

SHOWCC and SHOWPAGE Commands	129
Chapter 5 Report List Screens	131
Overview	132
Active User Report List – Default Display Type	133
Fields of the Default Active and History Report Lists	134
Statuses on the Report List	135
Changing Report List Display Types	136
Displaying Additional Information in the Report List	138
Updating the Report List	139
Adding Additional Users	140
Refresh Command	142
Rulers and the Report List	143
Deleting a Ruler	143
Report Editing from the Active User Report List Screen	144
Deferred Printing	145
General Notes in the Report List	147
Permanent User Report List	150
Chapter 6 Entry Panel Fields	153
Overview	154
Selection Criteria on the Entry Panel	154
SELECT BY Fields	155
Other SELECT BY Fields	158
SELECT BY STATUS Fields	159
DISPLAY OPTIONS	160
Using the Default Display Type Entry Panel	163
Using the Show Options Window	164
Displaying the List of Entry Panel Display Types	166
Chapter 7 Viewing with CONTROL-V	169
Overview	170
CONTROL-V Entry Panel Display Types	170
Using Index Values to Select Active Report Pages	173
Displaying the Index Window in the Report List Screen	174
Displaying the Values of Index Panel	175
Using Quick Access Panels	178
Viewing Migrated Reports	183
Appendix A Commands and Function Keys	185
Appendix B Valid Color and Highlight Options	187
Index	189

Figures

User Reports Entry Panel (Display Type D)	23
User Reports Entry Panel (Display Type E)	24
Completing the User Field	25
Active User Report List Screen	25
Selecting the Inventory Report Option	26
Report Viewing Screen	26
Active User Report List Screen	27
Selecting the Employees-Marketing Report Option	28
The Employees-Marketing Report Screen	29
The Employees-Marketing Report Screen Scrolled Down	30
Scrolling Employees-Marketing Report Screen	31
Effect of NEXTPAGE Command (1)	33
Effect of NEXTPAGE Command (2)	34
Right-Shifting the Display	35
Left-Shifting the Display	35
Using the Find Key (1)	36
Using the Find Key (2)	37
The Report Viewing Help Screen	38
Employees-Marketing Report Screen (1)	43
Employees-Marketing Report Screen Shifted Right	44
Employees-Marketing Report Screen (2)	45
Report Editing Screen	47
Edit Report Lines and Columns Screen (1)	48
Defining Non-Scrollable Headers in the Edit Report Lines And Columns Screen	49
Edit Report Lines And Columns Screen With Defined Non-Scrollable Headers (1)	49
Edit Report Lines And Columns Screen With Defined Non-Scrollable Headers (2)	50
Edit Report Lines And Columns Screen (2)	51
Column-Freezing in the Edit Report Lines And Columns Screen	51
Edit Report Columns Screen	52
Freezing Fields in Edit Report Columns Screen	53
Looking at Lines in Edit Report Columns Screen	53
Frozen Fields in Report Viewing Screen	54
New Freeze Operation in Edit Report Columns Screen	55
Frozen Line in Edit Report Columns Screen	56
New Freezing of Edit Report Lines and Columns Screen	57
New Frozen Fields in Edit Report Lines and Columns Screen	58
Saving Ruler Definition in Report Editing Screen	59

Exit Option window in the Report Editing Screen	60
Saving the Ruler on Exit	61
Determining Columns for Coloring and/or Highlighting	62
Report Editing Screen Before Selecting Color Option	62
Color Lines Based On Strings Screen	63
Specifying Colors and/or Highlighting by Strings	64
Saving a New Ruler	66
Determining OFFICE NO. Column Numbers	66
Selecting a Ruler for Editing	67
Changing the Ruler Name to Default	67
Include Lines Base On Strings Screen	68
Selecting Lines to Include	69
Results of Include Edits	69
Saving New Ruler OFN08	70
Include Lines Screen with Ruler OFN98	71
Redefining Ruler OFN98	71
Report Viewing Screen after Editing Ruler OFN98	72
Clearing a Ruler on Exit	73
Tag Note In The Report Viewing Screen	76
Exit Option Window after Typing Tag Note	77
Viewing a Tag Note	78
Changing Text of a Tag Note	79
Active User Report Screen before Printing	83
Print Option Window	84
Completed Print Option Window	86
History User Report List with Entries	88
Report Restore Window	89
Report Restore Window with Fields Completed	90
Report Restore Window Showing "Wait Restore"	90
Active User Report List Screen (Unedited)	95
Report Viewing Screen Before Editing	95
Selected Fields in the Edit Report Lines and Columns Screen	96
Edit Report Columns Screen (Previously Frozen)	97
Editing: Defining the Cut	98
Editing: Spaces Filled with Dashes	99
Inserting Begin and End Identifiers	99
Begin and End Identifiers: Spaces Filled with Dashes	99
Pasting a Column Range	100
After Pasting a Column Range	100
Report Viewing Screen after Cut and Paste	101
Edit Report Lines and Columns Screen (Unedited)	102
Inserting Blank Lines	103
Effect of Inserting Blank Lines	104
Reformatted Report Viewing Screen	105
Edit Report Lines and Columns Screen with Blank Lines	106
Filling Blank Lines in Edit Report Lines and Columns Screen	106
Repeating Blank Line Filling Operation	106
Effect of Inserting and Filling Blank Lines	107
Report Viewing Screen after Editing	108

Saving Ruler INSUR1	109
Active User Report List Viewing Screen (Unedited)	110
Report Editing Screen before Editing	110
Fixing Header Lines	111
Report Editing Screen	111
Exclude Lines Based on Strings Screen	112
Completing the Exclude Screen	112
Apply on Header Field in the Exclude Screen	113
Report Viewing Screen after Editing	114
Color Lines Based on Strings Screen	115
Completing the Color Lines Based on Strings Screen	116
Apply on Header Field in the Color Screen	116
Report Viewing Screen after Color Editing	117
Report Viewing Screen before Condensing Header Lines	118
Use of the % Character in SP CHAR Field	119
Inserting a Line for Dynamic Extraction Parameters	119
Overlay Line Inserted	120
Filling the Overlay Line	121
Report Viewing Screen with Overlay Line	122
Overlay Line in the Ruler	123
Deleting Unnecessary Header Lines	124
Report Viewing Screen after Deleting Header Lines	124
Report Editing Window with Exit Options	125
Report Editing Screen with Ruler INSUR1 before Editing	126
Report Editing Window with Exit Options on Saving Print Ruler	127
Printing Report INSUR1 after Editing	128
Default Active User Report List Screen	133
Information Field Line in the Active User Report List Screen	134
Information Field Line in the History User Report List Screen	134
Status Field	135
User Display Type - Active User Report List	136
Available Display Types List Window	137
Additional Information Fields	138
Changing the Copies Field	140
Additional Information Fields before Editing	141
Adding Additional Users TESTMGT and TESTDEV	141
Inventory Report for User TESTMGT	142
Effect of RULER Command	143
Deleting Print Ruler	144
Active User Report List after Deleting Print Ruler	144
Print Option Window in Active User Report List Screen	146
Wait Print Status Message	146
General Note Window	148
General Note Window Exit Option Window	149
Note Field in Active User Report List Screen	150
Permanent User Report Screen	151
User Reports Entry Panel (Display Type E)	155
SELECT BY Fields	155
Specifying Entry Panel Selection Criteria	156

Active User Report List Screen after Specification of Entry Panel Selection Criteria . . .	157
Further Entry Panel Selection Criteria	157
Active User Report List after Selection Criteria Specified	157
SELECT BY STATUS Fields	159
Display Options Entry Panel	160
Completing SELECT BY Fields and DISPLAY Options	162
After Completing SELECT BY Fields and DISPLAY Options	162
Resetting Default Settings of Entry Panel	163
Default Display Type Entry Panel	164
Show Option Window of the Default User Reports Entry Panel	165
Entry Panel Display Options Window	166
Entry Panel All Fields Display Type	171
Display Type V: The Default Entry Panel for CONTROL-V	172
User Reports Entry Panel with Default Settings	173
Active User Report List with Default Settings	174
Index Window of the Active User Report List Screen	175
ITEM-DESC Index Values of Index Panel	176
After Scrolling Down	176
Highlighting of Selected Item	177
Finding Next Occurrence	177
Index Structure and Hierarchies of Example Report	178
Quick Access Panel	179
NEXT Quick Access Panel (1)	180
NEXT Quick Access Panel (2)	180
NO NEXT INDEX Message	181
Values of Index Panel before Item Selected	182
Values of Index Panel Showing Selected Item	182
“Data Being Retrieved” Message	183

Tables

Values to be Used in this Guide	24
Valid Entries in the SCROLL Field	30
PF Keys to Shift Display	34
Default LINES Values and Freeze Operation Results	54
Options of the Exit Option Window	60
Valid Operators in Ruler String Fields	73
Ruler Command Values	74
Parameters of the Print Option Window	85
Fields of the Restore Window	89
Example Dynamic Extraction Parameters	121
Fields of the Active User Report List	134
Statuses of the Active User Report List Screen	135
Statuses of the History User Report List Screen	135
Form and Class Fields	139
Report Name, User, and Job Name Fields in the Entry Panel	156
Additional Entry Panel SELECT BY Fields	158
Report Status Selection Criteria in the User Reports Entry Panel	159
Display Options in the User Reports Entry Panel	161
CONTROL-V Fields in the User Reports Entry Panel	171
CONTROL-D Commands and Function Keys	185
Valid Colors	187
Valid Highlight Options	187

About This Guide

The first six chapters describe features that are available to both CONTROL-D and CONTROL-V users. The last chapter describes features available only to CONTROL-V users.

Conventions Used in This Guide

Notational conventions that may be used in this guide are explained below.

Standard Keyboard Keys

Keys that appear on the standard keyboard are identified in boldface, for example, **Enter**, **Shift**, **Ctrl+S** (a key combination), or **Ctrl S** (a key sequence).



WARNING

The commands, instructions, procedures, and syntax illustrated in this guide presume that the keyboards at your site are mapped in accordance with the EBCDIC character set. Certain special characters are referred to in this documentation, and you must ensure that your keyboard enables you to generate accurate EBCDIC hex codes. This is particularly true on keyboards that have been adapted to show local or national symbols. You should verify that

\$ is mapped to x'5B'

is mapped to x'7B'

@ is mapped to x'7C'

If you have any questions about whether your keyboard is properly mapped, contact your system administrator.

Preconfigured PFKeys

Many commands are preconfigured to specific keys or key combinations. This is particularly true with regard to numbered PF keys, or pairs of numbered PFKeys. For example, the END command is preconfigured to, and indicated as, **PF03/PF15**. To execute the END command, press either the **PF03** key or the **PF15** key.

Instructions to enter commands may include

- only the name of the command, such as, enter the **END** command
- only the PF keys, such as, press **PF03/PF15**
- or both, such as, press **PF03/PF15**, or enter the **END** command

Command Lines and Option Fields

Most screens contain a command line, which is primarily used to identify a single field where commands, or options, or both, are to be entered. These fields are usually designated **COMMAND**, but they are occasionally identified as **COMMAND/OPT** or **COMMAND/OPTION**.

Option field headings appear in many screens. These headings sometimes appear in the screen examples as **OPTION**, or **OPT**, or **O**.

Names of Commands, Fields, Files, Functions, Jobs, Libraries, Members, Missions, Options, Parameters, Reports, Subparameters, and Users

The names of commands, fields, functions, jobs, libraries, members, missions, options, parameters, reports, subparameters, users, and most files, are shown in standard **UPPERCASE** font.

User Entries

In situations where you are instructed to enter characters using the keyboard, the specific characters to be entered are shown in this **UPPERCASE BOLD** text, for example, type **EXITNAME**.

Syntax statements

In syntax, the following additional conventions apply:

- A vertical bar (**|**) separating items indicates that you must choose one item. In the following example, you would choose *a*, *b*, or *c*:

a | b | c

- An ellipsis (**...**) indicates that you can repeat the preceding item or items as many times as necessary.
- Square brackets (**[]**) around an item indicate that the item is optional. If square brackets (**[]**) are around a group of items, this indicates that the item is optional, and you may choose to implement any single item in the group. Square brackets can open (**[**) and close (**]**) on the same line of text, or may begin on one line of text and end, with the choices being stacked, one or more lines later.

- Braces ({ }) around a group of items indicates that the item is mandatory, and you must choose to implement a single item in the group. Braces can open ({) and close (}) on the same line of text, or may begin on one line of text and end, with the choices being stacked, one or more lines later.

Screen Characters

All syntax, operating system terms, and literal examples are presented in this typeface. This includes JCL calls, code examples, control statements, and system messages. Examples of this are:

- calls, such as

```
CALL 'CBLTDLI'
```

- code examples, such as

```
FOR TABLE owner.name USE option, . . . ;
```

- control statements, such as

```
//PRDSYSIN DD * USERLOAD PRD(2) PRINT
```

- system messages, both stand-alone, such as You are not logged on to database database_name, and those embedded in text, such as the message You are not logged on to database database_name, are displayed on the screen.

Variables

Variables are identified with *italic* text. Examples of this are:

- In syntax or message text, such as
Specify database *database_name*
- In regular text, such as
replace database *database_name1* with database *database_name2* for the current session
- In a version number, such as
EXTENDED BUFFER MANAGER for IMS 4.1.xx

Special elements

This book includes special elements called *notes* and *warnings*:



NOTE

Notes provide additional information about the current subject.



WARNING

Warnings alert you to situations that can cause problems, such as loss of data, if you do not follow instructions carefully.

Information New to This Version

Where substantive additions and modifications to the content of this guide occur, revision bars have been inserted in the margin.

Related Publications

CONTROL-D Getting Started Guide

Introduction to CONTROL-D concepts and facilities in the framework of a hands-on demonstration.

CONTROL-D and CONTROL-V User Guides

Detailed explanation of the base CONTROL-D and CONTROL-V products. CONTROL-D is an output management system that automatically schedules and controls every aspect of report processing and distribution, including report decollating, bundling, printing, online viewing, and archiving. CONTROL-V is an INCONTROL product that includes all CONTROL-D functionality, and in addition provides report indexing and migration functionality.

Getting Started

This chapter includes the following topics:

Before you begin.	20
Before you begin.	20
Note to the INCONTROL administrator	20
Overview of online viewing.	22
Entry Panel	22
Changing Entry Panel Display Types	23
Report Selection	25
Exiting the Report Viewing Screen	27
Screen Layout	27
Selecting Another Report for Viewing	28
Scrolling Up and Down.	29
Changing the Scroll Amount	30
Scrolling by Print-Page	32
Shifting Right and Left	34
FIND Command.	36
Repeating a FIND	36
HELP Command	37
Exiting the Online Viewing Facility	39

Before you begin

This guide provides instructions for using the features of the CONTROL-D and CONTROL-V User Reports (Online Viewing) Facility. This facility is also referred to as the Online Viewing Facility, or alternatively, the User Reports Facility.

Before using this guide, verify with the INCONTROL™ administrator that the reports needed for this tutorial have been generated. While the procedures and illustrations contained in this guide correspond to what you encounter when using the Online Viewing Facility, there may be minor differences due to site and/or time variations. The INCONTROL administrator will inform you of any such variations, including screen **PFKey** definitions.

NOTE



You can obtain a list of the **PFKey** definitions for a particular screen by typing SHPF in the COMMAND field of that screen and pressing **Enter**.

Your INCONTROL administrator will explain how to begin an Online Viewing Guide training session.

The Online Viewing Facility is designed for use on both color and monochrome monitors. Several of the exercises in this guide demonstrate color features of online viewing. Using a color monitor when performing these exercises is highly recommended, but not necessary. If an exercise that demonstrates color features can be skipped by users with monochrome monitors, this is indicated in a note included in the exercise.

Note to the INCONTROL administrator

To prepare the DEMO environment for this guide

1. Submit the JCL found in member DEMO1J in the CONTROL-D JCL library. Check that all the job steps terminate with condition code 0.
2. Execute decollating mission DEMO1D (if you are using only CONTROL-D) or DEMO1V (if you are using both CONTROL-D and CONTROL-V). These decollating missions are found in the CONTROL-D Reports library.
3. Check in the Active Missions Environment screen that the mission ended OK.
4. Verify that the Active User Report list for user DEMO (in the User Reports facility) looks as follows:

```

ACTIVE LIST  <D> JOB          REP          USR DEMO          (U)
COMMAND ===>                                SCROLL===> CRSR
O USER      REPORT          ODATE      PAGES      LINES V N STATUS
DEMO        INVENTORY REPORT  05/05/00      9        427    Decollated
DEMO        EMPLOYEES-MANAGMENT 05/05/00      1         18    Decollated
DEMO        EMPLOYEES-MARKETING 05/05/00      3        131    Decollated
DEMO        EMPLOYEES-DEVELOPMEN 05/05/00      1         10    Decollated
DEMO        EMPLOYEES-PRODUCTI ON 05/05/00      3        169    Decollated
DEMO        BANKING REPORT      05/05/00      5        256    Decollated
===== >>>>>>>>>>>>>>>> B O T T O M   O F   L I S T <<<<<<<<<<<<<<<< =====

```

This chapter introduces basic commands and features of the CONTROL-D and CONTROL-V Online Viewing facility. In this chapter you will:

- Examine the components of the Online Viewing Facility, including the entry panel and report selection
- Identify features that are common to online viewing screens
- Use the UP and DOWN commands, or the **PF07/PF19** and **PF08/PF20** keys respectively, to scroll through a report
- Use the **NEXTPAGE** and **PREVPAGE** commands to scroll through a report
- Use the **RIGHT** and **LEFT** commands, or the **PF11/PF23** or **PF10/PF22** keys respectively, to shift the report display
- Use the **FIND** and **FIND *str* PREV** commands, or the **PF05/PF17** key, to locate specific string occurrences in your report
- Use the Help facility to get more information about the current screen
- Exit the current screen and exit the Online Viewing Facility

NOTE

Appendix A includes a complete list of the CONTROL-D commands and function keys.



Overview of online viewing

The Online Viewing facility enables you to look at reports on your screen. Upon entering the Online Viewing facility, an entry panel is displayed.

The entry panel enables you to specify report attributes that determine which reports will be available for viewing. When you press **Enter**, information about the reports you can view is displayed in a User Reports list. From this Reports list, you can select a particular report for online viewing.

The report you selected is displayed on your screen. When you finish looking at the report, you can return to the User Reports list. You can then select another report for viewing, or return to the entry panel, or exit the Online Viewing facility.

Now, you can look at the basics of online viewing.

Entry Panel

Enter the Online Viewing facility. Unless you have been given other site-specific instructions for entering this facility, enter the facility by typing U (User Reports option) in the OPTION field of the IOA Primary Option menu, and pressing **Enter**.

The User Reports entry panel is displayed. The values specified in the User Reports entry panel determine which reports are made available.

The User Reports panel is displayed in different formats, or display types.



NOTE

When different formats of a screen are available, the term “display type” is used to refer to each format.

This exercise discusses the following entry panel display types:

- Default display type (abbreviated D), which is a brief format with few fields
- Extended display type (abbreviated E), which is a detailed format with many fields.

Examples of both of these display types are discussed in “Changing Entry Panel Display Types” below. The different display types are discussed in further detail in Chapter 6.

Changing Entry Panel Display Types

The DISPLAY command is used to change display types in the User Reports entry panel.

Type **DI D** (an abbreviation of DISPLAY DEFAULT) in the COMMAND field at the top of the page (be sure to leave a space between the **DI** and the **D**).

Regardless of the display type that appeared when you first entered the Online Viewing facility, the CONTROL-D Default display type is now displayed.

Figure 1 User Reports Entry Panel (Display Type D)

```

----- CONTROL-D - USER REPORTS ENTRY PANEL ----- (U)
COMMAND ===>

OPTIONS ===>          1. PERMANENT  2. ACTIVE    3. HISTORY

REPORT NAME  ===>          Report name, prefix or mask
USER         ===>          Recipient name or prefix
DATE FROM   ===>          TO          Report date or relative day
JOBNAME      ===>          Job name, prefix or mask

DISPLAY TYPE  ===> D          BYPASS PANEL ===> N

SELECT AN OPTION FILL IN THE SELECTION CRITERIA AND PRESS ENTER      14. 17. 17

```

Type **DI E** (an abbreviation of DISPLAY EXTENDED) in the COMMAND field at the top of the page (be sure to leave a space between the **DI** and the **E**).

The Extended display type is now displayed. This is the display type you will continue to use until otherwise instructed.

Figure 2 User Reports Entry Panel (Display Type E)

```

----- CONTROL-D - USER REPORTS ENTRY PANEL -----(U)
COMMAND/OPTION  ===>          1. PERMANENT 2. ACTIVE  3. HISTORY
SELECT BY:
  REPORT NAME  ===>          Report name, prefix or mask
  USER        ===>          Recipient name or prefix
  CHILD       ===> N        Y-with children
  JOB NAME    ===>          Job name, prefix or mask
  REMARK/ CCs ===>          Remark or CC of job
  CATEGORY    ===>          Category or mask
  DATE FROM   ===>          TO      Report date or relative day
  TIME FROM   ===>          TO      Report time

SELECT BY STATUS:
  Decollated   ===> Y        Wait decollation  ===> N
  Wait print   ===> Y        Restored only    ===> N
  Printed      ===> Y        Wait restore only ===> N
  Not printed  ===> Y        Wait backup only  ===> N

DISPLAY OPTIONS:
  Bypass panel ===> N        Show rulers      ===> N
  Display type ===> D        Show control chars ===> Y

SELECT AN OPTION, FILL IN THE SELECTION CRITERIA, AND PRESS ENTER      08. 40. 07

```

Ensure that the following entry panel fields contain the indicated values (displayed in bold in the screen illustration above). Always be sure to use these values, unless specifically instructed otherwise elsewhere in this guide:

Table 1 Values to be Used in this Guide

Field	Value
CHILD	N
Decollated	Y
Bypass panel	N
Display type	D
Show rulers	N
Show control chars	Y

NOTE

In the screen illustrations throughout this guide, bold type is often used to call your attention to specific fields, lines, or values that are relevant to the instructions in the step or to the point being made. The use of this type is for document illustration, and does not necessarily reflect the actual appearance of your screen.

- ### Figure 3 Completing the User Field

3 Press Enter.

Figure 4 Active User Report List Screen

[illegible]

4 Select the INVENTORY report for online viewing, as follows:

- A** Use the NEWLINE key to move the cursor to the OPTION field for the Inventory report and type the letter V (as shown below). The screen looks as follows.

Figure 5 Selecting the Inventory Report Option

```

ACTIVE LIST      <D> JOB              REP                USR DEMO          (U)
COMMAND ===== SCROLL====> CRSR

O USER        REPORT                 ODATE           PAGES            LINES V N STATUS
V DEMO         I NVENTORY REPORT     05/05/00        9               427             Decoll ated
    DEMO        EMPLOYEES-MANAGMENT  05/05/00        1               18             Decoll ated
    DEMO        EMPLOYEES-MARKETI NG 05/05/00        3               131            Decoll ated
    DEMO        EMPLOYEES-DEVELOPMEN 05/05/00        1               10             Decoll ated
    DEMO        EMPLOYEES-PRODUCTI ON 05/05/00        3               169            Decoll ated
    DEMO        BANKI NG REPORT       05/05/00        5               256            Decoll ated

===== >>>>>>>>>>>>>>> B O T T O M   O F   L I S T <<<<<<<<<<<<<<< =====

P PRINT      V VIEW      U UPDATE      I INSERT      A ADD INFO      E EDIT
X INDEX      N NOTE      G GIVETO      D DELETE      Q QUICK ACCESS      10. 24. 32

```

- B** Press **Enter**. The Inventory report is displayed in the Report Viewing screen.

Figure 6 Report Viewing Screen

CONTROL-D/V REPORT VIEWING		NOTES	0	PAGE	1 OF	9
COMMAND ==>		SCROLL ==> CRSR				
USR DEMO	REP I NVENTORY REPORT	JB JDEMO	04544	DT 050500	RUL	
1	2	3	4	5	6	7
1DATE: 05.05.00						
UPDATE: 05.05.00						
I NVENTORY REPORT						

WAREHOUSE NO: 1001		DEPARTMENT: 100 - FINAL ASSEMBLY SHOP				
----		-----				
I T E M N O.	D E S C R I P T I O N	S H E L F L I F E	Q N T Y U N I T	Q N T Y A V A I L	Q N T Y O R D E R	Q N T Y I N P R O C E S S
-----	-----	-----	-----	-----	-----	-----
1233-781-21	R I V E T D. O. 1 ACR	NONE	KG	100.00	250.00	
1233-781-25	R I V E T D. O. 5 ACR	NONE	KG	500.00	500.00	
1233-781-27	R I V E T D. O. 7 ACR	NONE	KG	100.00	100.00	
1234-781-21	R I V E T D. O. 1 ACP	NONE	KG	100.00		
CMDS: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P p						08.16.47

The Report Viewing Screen has the following format:

- The screen name, REPORT VIEWING, appears in the top line of the screen.
- The report name, INVENTORY REPORT, appears in the REP (Report) field beneath the COMMAND line.
- The report itself is displayed.

Exiting the Report Viewing Screen

- 5** When you are finished looking at a report, exit the INVENTORY report by pressing the **END** key (**PF03/PF15**).

The Active User Report list is redisplayed.

Figure 7 Active User Report List Screen

```

ACTIVE LIST      <D> JOB              REP                      USR DEMO              (U)
COMMAND ===>                                SCROLL===> CRSR
O USER          REPORT                ODATE            PAGES           LINES V N STATUS
DEMO             INVENTORY REPORT     05/05/00          9               427 V    Decol lated
DEMO             EMPLOYEES-MANAGMENT  05/05/00          1               18       Decol lated
DEMO             EMPLOYEES-MARKETING  05/05/00          3              131       Decol lated
DEMO             EMPLOYEES-DEVELOPMEN 05/05/00          1               10       Decol lated
DEMO             EMPLOYEES-PRODUCTION 05/05/00          3              169       Decol lated
DEMO             BANKING REPORT       05/05/00          5              256       Decol lated

===== >>>>>>>>>>>>>>>> B O T T O M   O F   L I S T <<<<<<<<<<<<<<<< =====

P PRINT         V VIEW        U UPDATE          I INSERT          A ADD INFO        E EDIT
X INDEX         N NOTE        G GIVETO        D DELETE          Q QUICK ACCESS    10.24.32

```

Screen Layout

You have already seen three types of Online Viewing facility screens:

- The User Reports entry panel

- The Active User Report List
- The Report Viewing screen

By the end of this guide, you will have seen several more screen types.

While these screens differ in many ways, they have the following “line types” in common:

- The top line of the screen displays the screen type or description (such as REPORT VIEWING or ACTIVE LIST). Messages are also displayed on this line

----- CONTROL-D/V REPORT VIEWING NOTES 0 PAGE 1 OF 9

- The command line is the second line from the top. It always contains the **COMMAND** field.

COMMAND ==> SCROLL ==> CRSR

- The Instruction line is the last line of the screen (or in some screens, the last two lines). It contains useful instructions or lists of commands, options, and keys.

CMD5: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P p 13.21.52

Selecting Another Report for Viewing

In the remainder of this exercise, you will review several commands that can be used in the Online Viewing facility. First, select another report to view.

- 1** Type **V** in the **OPTION** field for the **EMPLOYEES-MARKETING** report (as shown in below).

Figure 8 Selecting the Employees-Marketing Report Option

[illegible]

- 2 Press Enter.**

The Employees-Marketing report is displayed in the Report Viewing screen.

Figure 9 The Employees-Marketing Report Screen

----- CONTROL-D/V REPORT VIEWING NOTES 0 PAGE 1 OF 3						
COMMAND ===> SCROLL ===> CRSR						
USR DEMO REP EMPLOYEES-MARKETING JB JDEMO 04544 DT 050500 RUL						
-----1-----2-----3-----4-----5-----6-----7-----8						
1	E M P L O Y E E S		R E P O R T		FOR MARKETING DEPAR	
EMPLOYEE	EMPLOYEE	OFFICE	ANNUAL	SOCIAL	NO. OF	JOB CLASS
NO.	NAME	NO.	SAL	SECURITY NO.	DEPENDENTS	CODE

66002	A. HABER	07	31,000	213-85-8954	2	
66019	K. HARARI	16	35,500	894-58-0468	3	
66043	K. TURRO	02	29,000	595-47-4186	1	
66045	W. MAY	04	35,000	926-83-2454	4	
66047	A. FELSEN	08	27,500	987-21-4684	2	
66050	T. HUBERTY	08	27,500	334-72-9285	2	
66052	K. WOOD	08	26,000	675-72-6784	2	
66056	H. RUNDLE	08	26,000	685-21-3874	2	
66059	L. WEST	26	38,000	623-41-2719	2	
66078	N. LAMBERT	18	29,000	515-43-7447	3	
66093	J. SHARPTON	09	29,000	993-62-8172	3	
66112	K. BENNETT	04	29,000	424-34-1328	3	
66113	T. OGURA	03	28,000	796-58-6897	4	
66114	S. MCCLURE	02	37,500	834-04-0485	2	
66115	N. TRACEY	08	23,000	152-89-4859	1	
CMDs: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P n						08.16.47

Scrolling Up and Down

Scrolling up and down is useful when the report contains more lines than can be displayed on the screen at one time, which is usually the case.

You scroll up to see data that is currently above the top of the screen. You scroll down to see data that is currently below the bottom of the screen.

To scroll through your report, use the predefined PFKeys:

- **DOWN (PF08/PF20)**
- **UP (PF07/PF19)**

1 Before scrolling through the report, notice that the first record displayed belongs to A. Haber, and the last record displayed belongs to N. Tracey.

2 Press the **DOWN** key (PF08/PF20).

The report display scrolls down to the next screen. N. Tracey's record is now at the top of the screen, and J. Brennan's record is now at the bottom of the list. A. Haber's record has scrolled off the screen.

Figure 10 The Employees-Marketing Report Screen Scrolled Down

-----		CONTROL-D/V	REPORT	VIEWING	NOTES	0	PAGE	1 OF	3
COMMAND ==>		SCROLL ==> CRSR							
USR DEMO	REP	EMPLOYEES-MARKETING	JB	JDEMO	04544	DT	050500	RUL	
-----1-----		-----2-----	-----3-----	-----4-----	-----5-----	-----6-----	-----7-----	-----8	
66115	N.	TRACEY	08	23,000	152-89-4859	1			
66116	D.	KRAY	09	35,000	374-09-0923	3			
66117	S.	HAWTHORNE	10	37,500	394-48-4897	1			
66118	T.	WOODLAND	21	36,000	334-04-9381	2			
66119	J.	SCHOLTEN	07	28,000	938-90-8352	2			
66120	D.	GRADWELL	06	29,000	382-94-2837	3			
66121	J.	GOLDEN	05	32,000	374-93-9283	4			
66122	H.	UHRBACH	03	29,000	384-03-3847	5			
66123	C.	GANES	07	28,000	747-93-3984	2			
66124	B.	WAGNER	02	32,000	374-94-9387	3			
66125	J.	O' LEARY	18	33,000	123-22-2321	1			
66126	D.	HENRI CH	02	70,000	485-69-5812	5			
66127	S.	LUGAR	28	42,000	290-38-3454	4			
66128	A.	BALTER	03	29,000	234-42-2042	2			
66129	E.	BIRCH	10	27,000	394-59-4929	2			
66130	J.	SUTTON	09	36,000	334-93-0965	2			
66131	D.	DAVENPORT	03	37,000	283-38-9323	1			
66132	L.	LEVY	01	41,000	293-48-4950	2			
66133	J.	BRENNAN	08	27,000	393-49-5078	1			
CMD5: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n		P n 11.41.08							

3 Press the UP key (PF07/PF19).

The display scrolls back to the top of the report.

Changing the Scroll Amount

Scrolling moves the data up or down the screen by a predefined amount. The amount to scroll is defined in the SCROLL field on the command line, as shown below.

-----		CONTROL-D/V	REPORT	VIEWING	NOTES	0	PAGE	1 OF	3
COMMAND ==>		SCROLL ==> CRSR							

Possible scroll amounts include:

Table 2 Valid Entries in the SCROLL Field (Part 1 of 2)

Entry	Description
PAGE	Scroll a full screen.
HALF	Scroll a half screen.

Table 2 Valid Entries in the SCROLL Field (Part 2 of 2)

Entry	Description
CRSR	Scroll from your cursor position in the screen. Scrolling UP moves the text at your cursor position to the bottom of the screen. Scrolling DOWN moves the text at your cursor position to the top of the screen. If your cursor is outside the data area, the text is scrolled one full screen.
MAX	Scroll the maximum amount possible (that is, to the top or bottom of the report).

- 1 Note again that the first record displayed belongs to A. Haber, and the last record displayed belongs to N. Tracey.
- 2 Press the **DOWN** key until the cursor is positioned on the line for employee K. Wood
- 3 Press the **DOWN** key (**PF08/PF20**), and the report scrolls down.

K. Wood's record is now at the top of the screen. A. Haber's record has scrolled off the screen. N. Tracey's record is in the middle of the report, and records below N. Tracey are now visible.

Note that now the last record (below) displayed belongs to J. O'Leary.

Figure 11 Scrolling Employees-Marketing Report Screen

----- CONTROL-D/V REPORT VIEWING NOTES 0 PAGE 1 OF 3							
COMMAND ==>				SCROLL ==> CRSR			
USR DEMO		REP EMPLOYEES-MARKETING		JB JDEMO	04544	DT 050500	RUL
-----1-----	-----2-----	-----3-----	-----4-----	-----5-----	-----6-----	-----7-----	-----8-----
66052	K. WOOD	08	26,000	675-72-6784	2		
66056	H. RUNDLE	08	26,000	685-21-3874	2		
66059	L. WEST	26	38,000	623-41-2719	2		
66078	N. LAMBERT	18	29,000	515-43-7447	3		
66093	J. SHARPTON	09	29,000	993-62-8172	3		
66112	K. BENNETT	04	29,000	424-34-1328	3		
66113	T. OGURA	03	28,000	796-58-6897	4		
66114	S. MCCLURE	02	37,500	834-04-0485	2		
66115	N. TRACEY	08	23,000	152-89-4859	1		
66116	D. KRAY	09	35,000	374-09-0923	3		
66117	S. HAWTHORNE	10	37,500	394-48-4897	1		
66118	T. WOODLAND	21	36,000	334-04-9381	2		
66119	J. SCHOLTEN	07	28,000	938-90-8352	2		
66120	D. GRADWELL	06	29,000	382-94-2837	3		
66121	J. GOLDEN	05	32,000	374-93-9283	4		
66122	H. UHRBACH	03	29,000	384-03-3847	5		
66123	C. GANES	07	28,000	747-93-3984	2		
66124	B. WAGNER	02	32,000	374-94-9387	3		
66125	J. O' LEARY	18	33,000	123-22-2321	1		
CMDS: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P n							16.46.19

- 4 Press the **DOWN** key (**PF08/PF20**) again.

The report scrolls down. J. O'Leary is at the top of the screen, and K. Eaves is at the bottom of the screen. The cursor is positioned back at the COMMAND field.

5 There are two ways to change the scroll amount: changing the specific amount at the COMMAND field, and changing the scroll definition.

A To override the defined amount for a specific instance of scrolling, type the desired scroll amount in the COMMAND field and then press a scroll key. For example:

1. Type **M** in the COMMAND field.
2. Press the **UP** key (**PF07/PF19**). The report is displayed from the beginning.

B Changing the scroll definition affects all subsequent scrolls. To change the default scroll definition, move the cursor to the SCROLL field, and type in the desired definition. You only need to change the first letter of the defined scroll amount.

NOTE



Typing **M** (or **MAX**) in the SCROLL field and pressing the **UP** or **DOWN** key causes the display to scroll to the top or bottom of the report, but the default value in the SCROLL field remains unchanged. For example:

1. To change the scroll definition to HALF, change the first letter in the scroll definition to **H**.
2. Leave the scroll amount defined as CRSR.

Scrolling by Print-Page

Most reports are designed to be printed. They usually contain about 60 to 80 lines per page as opposed to 20 to 24 lines in a screen display (depending on the screen model).

The NEXTPAGE and PREVPAGE commands scroll by print-page (printed report page), unlike the UP and DOWN scroll commands that scroll according to the number of lines in a screen. If you are in the middle of a page and enter the NEXTPAGE command, the display scrolls to the top of the next print-page.

NEXTPAGE and PREVPAGE may be abbreviated to N and P, respectively.

The command format for each command is, respectively

NEXTPAGE n

PREVPAGE n

where *n* is the number of print-pages to scroll up or down

When you use these commands without specifying the number of print-pages, a default value of **1** is assumed.

Now use the **NEXTPAGE** or **PREVPAGE** command to scroll through the report. You should currently be at the top of the report.

6 Type **N** in the **COMMAND** field and press **Enter**.

The top line of the Report Viewing screen (below) indicates that you are on **PAGE 2 OF 3** (print-pages). The record at the top belongs to N. McMann (employee number 66157).

Figure 12 Effect of NEXTPAGE Command (1)

----- CONTROL-D/V REPORT VIEWING NOTES 0 PAGE 2 OF 3							
COMMAND ==>				SCROLL ==> CRSR			
USR DEMO		REP EMPLOYEES-MARKETING		JB JDEMO		04544 DT 050500 RUL	
-----1-----2-----3-----4-----5-----6-----7-----8							
1	E M P L O Y E E S			R E P O R T		----- FOR MARKETING DEPAR	
EMPLOYEE	EMPLOYEE	OFFICE	ANNUAL	SOCI AL	NO. OF		JOB CLASS
NO.	NAME	NO.	SAL	SECURITY NO.	DEPENDENTS		CODE

66157	N. MCMANN	12	32,000	625-43-5850	2		
66158	J. LARUE	08	26,000	578-53-2464	2		
66159	R. ARNOLD	18	33,000	656-53-6904	2		
66160	G. BENSON	18	34,000	627-42-2709	2		
66161	S. CLARKE	26	39,000	733-03-9458	2		
66162	G. CARLI N	26	39,000	734-02-0456	2		
66203	A. CHESTEN	23	39,000	735-62-0494	2		
66204	N. GURMAN	05	52,000	529-47-4021	5		
66208	G. NASH	23	39,000	735-48-0534	2		
66209	S. BAUER	06	36,500	785-82-9221	2		
66211	P. LI PTON	03	34,000	524-41-2234	2		
66213	P. WOLFE	15	35,500	522-12-2852	6		
66219	Q. STONE	07	27,000	089-49-8438	1		
66221	B. MARCUS	09	33,000	524-34-4527	3		
66224	P. SMI TH	22	39,000	735-69-6454	2		
CMDS: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P n 10.51.55							

7 Again type **N** in the **COMMAND** field and press **Enter**.

The top line of the Report Viewing screen (below) indicates that you are now on **PAGE 3 OF 3**. The record at the top belongs to E. Kirsch (employee number 66428).

[illegible]

The top of the report is displayed again.

While most screen displays are 80 columns wide, many reports are 132 columns wide, and a report may even be 256 columns wide. To view a 132-column report in an 80-column screen, it is necessary to shift the display to the right and to the left. Displays may be shifted by using the predefined PFKeys for **RIGHT** and **LEFT**:

Shift	PF Key	Description
RIGHT	PF11/PF23	Text to the right of the current display is shifted into view.
LEFT	PF10/PF22	Text to the left of the current display is shifted into view.

The report display is shifted so that the right side of the report data is visible on the screen.

Figure 14 Right-Shifting the Display

----- CONTROL-D/V REPORT VIEWING NOTES 0 PAGE 1 OF 3							
COMMAND ==>				SCROLL ==> CRSR			
USR DEMO	REP	EMPLOYEES-MARKETING	JB JDEMO	04544	DT 050500	RUL	
-----1-----2-----3-----4-----5-----6-----7-----8							
TMENT	DATE:	05/05/00					
UNION	INSURANCE	SICK	VAC				
DUES		DAYS	DAYS				

116.00	212.00	01	02				
150.00	068.00	01	07				
100.00	112.00	01	10				
156.00	114.00	01	06				
154.00	222.00	01	07				
157.00	222.00	01	07				
158.00	292.00	01	07				
153.00	219.00	01	07				
107.00	222.00	05	05				
075.00	200.00	01	00				
106.00	222.00	01	03				
123.00	120.00	01	07				
122.00	220.00	01	07				
120.00	220.00	01	07				
120.00	120.00	01	07				
CMDS: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P n							16.46.19

2 Press the LEFT key (PF10/PF22).

The report display is shifted back so that the left side of the report data is again visible on the screen.

Figure 15 Left-Shifting the Display

----- CONTROL-D/V REPORT VIEWING NOTES 0 PAGE 1 OF 3							
COMMAND ==>				SCROLL ==> CRSR			
USR DEMO	REP	EMPLOYEES-MARKETING	JB JDEMO	04544	DT 050500	RUL	
-----1-----2-----3-----4-----5-----6-----7-----8							
1	EMPLOYEES		REPORT	-----	FOR MARKETING		
EMPLOYEE	EMPLOYEE	OFFICE	ANNUAL	SOCIAL	NO. OF	JOB CLASS	DEPAR
NO.	NAME	NO.	SAL	SECURITY NO.	DEPENDENTS	CODE	

66002	A. HABER	07	31,000	213-85-8954	2		
66019	K. HARARI	16	35,500	894-58-0468	3		
66043	K. TURRO	02	29,000	595-47-4186	1		
66045	W. MAY	04	35,000	926-83-2454	4		
66047	A. FELSEN	08	27,500	987-21-4684	2		
66050	T. HUBERTY	08	27,500	334-72-9285	2		
66052	K. WOOD	08	26,000	675-72-6784	2		
66056	H. RUNDLE	08	26,000	685-21-3874	2		
66059	L. WEST	26	38,000	623-41-2719	2		
66078	N. LAMBERT	18	29,000	515-43-7447	3		
66093	J. SHARPTON	09	29,000	993-62-8172	3		
66112	K. BENNETT	04	29,000	424-34-1328	3		
66113	T. OGURA	03	28,000	796-58-6897	4		
66114	S. MCCLURE	02	37,500	834-04-0485	2		
66115	N. TRACEY	08	23,000	152-89-4859	1		
CMDS: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P n							08.16.47

FIND Command

Sometimes you want to find occurrences of a specific phrase or string. You can do this using one of the two FIND command formats:

■ **FIND string**

The cursor moves to the next occurrence of the string after the cursor position.

■ **FIND string PREV**

The cursor moves to the last previous occurrence of the string before the cursor position.

If the search string contains embedded spaces, enclose the string in quotation marks or apostrophes.

The FIND commands can be abbreviated to *F string*, and *F string PREV*.

PF05 and **PF17** are the **FIND** keys. You can perform a FIND (or FIND PREV) by typing the desired string (or *string PREV*) in the COMMAND field and pressing the **FIND** key.

Repeating a FIND

Pressing the **FIND** key (without typing a string in the COMMAND field) repeats the last FIND (or FIND PREV) command.

To find successive occurrences of a string, specify the appropriate command once to find the first occurrence, then press the **FIND** key to find successive occurrences.

You can use the abbreviated FIND command, *F*, to search the report for a specific data value.

1 Type **F 50,000** in the COMMAND field and press **Enter**.

The cursor moves to the first occurrence of the string in the report (the record of M. Goliger).

Figure 16 Using the Find Key (1)

66154	S.	LUTES	25	42, 000	922-48-4452	2
66155	M.	GOLI GER	08	50, 000	950-88-5450	2
66156	L.	WOHL	18	41, 000	926-56-3455	2

- 2 Press the **FIND** key (**PF05/PF17**).

The cursor locates the next occurrence of the string in the report (the record of H. Avidon).

Figure 17 Using the Find Key (2)

66342	L. TOLSTOY	27	39, 000	856-78-6047	2
66155	H. AVI DON	01	50, 000	254-92-2357	2
66156	C. LEE	17	32, 500	029-88-0484	2

- 3 Press **Enter** to return to the Command line.
- 4 Type **F 50,000 PREV** (but do not press **Enter**).
- 5 Use the **DOWN** key to move to the line containing the record of T. Hardy.
- 6 Press **Enter**.

The cursor moves to the previous occurrence of the string (the record of H. Avidon, again).

- 7 Press the **FIND** key (**PF05/PF17**).

The cursor again moves to the previous occurrence of the string (the record of M. Goliger).

NOTE



Substring occurrences are also found when using the FIND key. For example, performing a FIND on the word end, would retrieve the word “dependents.” Finding substrings can often be avoided by enclosing the word in quotes with a preceding and/or trailing embedded space (for example, “ end ”), but it might overlook desired occurrences. For example, “end.” would be overlooked because of the period after the word.

HELP Command

The CONTROL-D and CONTROL-V Online Help facilities provide additional information about your current display. When you press the **HELP** key, your current display is temporarily replaced by a display of useful information and instructions.

The default keys for the Help facility are **PF01/PF13**.

- Press the **HELP** key (**PF01/PF13**).
- Help for the Report Viewing screen is displayed.

Figure 18 The Report Viewing Help Screen

```

----- IOA HELP SCREEN ----- (CTDHOLV )
COMMAND ==>                      SCROLL==> CRSR

Report Viewing
=====
The V (View) option is used to display reports online in the Report
Viewing screen.

When option V is specified in an Active User Report list whose
selection criteria did not include a specific index with a specific
value (or value prefix matched by a unique value), the Report Viewing
screen displays the whole report.

When option V is specified in a Values of Index panel, in an Active
User Report list whose selection criteria included a specific index
with an existing value, or in a Quick Access panel, the Report
Viewing screen displays the first report page that is pointed to by
the specified index value. The section retrieved may consist of one
page or many pages depending on how the report was indexed.

Note:      Default color definitions for the Report Viewing screen are
           specified in the User Profile. To change these definitions,
           see your INCONTROL administrator. You can use rulers to
ENTER END OR PF03/PF15 TO EXIT THE HELP SCREEN                      13. 34. 01

```

When the Help display is longer than one screen, you can press the **UP** and **DOWN** keys to scroll through the Help display.

You can also use the **FIND** command to find a specific string or reference while you are in the Help facility.

The Instruction line at the bottom of the Help screen explains how to exit the Help facility.

Use the Help facility to find out more about report viewing.

1 Press the DOWN key (PF08/PF20).

The Help information is scrolled down.

2 Press the UP key (PF07/PF19).

The beginning of the Help information is displayed.

3 Type the FIND command F “NEXTPAGE” and press Enter.

The display scrolls down and the cursor is positioned on the phrase NEXTPAGE.

4 Press the END key (PF03/PF15).

The Report Viewing screen is again displayed.

Exiting the Online Viewing Facility

You have already seen that you can exit screens by pressing the **END** key (**PF03/PF15**). This brings you back to the previous screen. You can, in fact, keep pressing the **END** key until you are out of the CONTROL-D Online Viewing facility.

There is, however, a quicker way to exit online viewing. Entering **=X** in the **COMMAND** field of any Online Viewing screen takes you directly out of the Online Viewing facility.

You can now exit the online viewing session.

Type **=X** in the **COMMAND** field of your screen (the Report Viewing screen) and press **Enter**.

You have now exited the Online Viewing facility and returned to your regular operating environment.

Basic Report Viewing and Editing (Using Rulers)

This chapter includes the following topics:

Overview	42
Online Viewing of Reports Designed for Printing	42
Need for Reformatting Reports	44
Rulers	46
Quick Ruler Definition (QUICKVIEW) Key	46
Report Editing Screen	46
Edit Report Lines and Columns Screen	48
Defining Non-Scrollable Headers	48
Selecting a Model Line for Column Freezing	50
Edit Report Columns Screen	52
Freezing Columns	52
Line Range Field	53
Selecting a New Model Line	55
Specifying a New Freeze and Column Colors	56
Exiting a Ruler Definition	59
Exit Option Window	60
Defining Color Based on Strings	61
Color Screen	63
Saving With Or Without Overwriting an Existing Ruler	65
Using Rulers for Record Inclusion	66
Selecting a Ruler for Editing	67
Include Screen	68
Defining Color and Defining Multiple Strings in the Include Screen	70
Logical Operations for String Fields in Rulers	72
Clearing a Ruler	73
RULER/ON/OFF/name Command	74
Notepad Facility and Tag Notes	74
Creating Tag Notes	75
Reviewing Existing Tag Notes	77

Overview

This chapter introduces the use of rulers in the online viewing of reports. Rulers provide great flexibility in report viewing. In this chapter you will:

- View online a report that was designed for printing, and learn how rulers can change the way your report appears
- Use the Report Editing screen to specify a ruler and access other editing screens that are used to define rulers
- Use the Edit Report Lines and Columns screen to define headers that do not move when the report is scrolled up and down, and to select a model line for defining a column freeze operation
- Use the Edit Report Columns screen to freeze columns so they do not move when the report is shifted left and right, and to color report columns
- Use the Color Lines Based on Strings screen to color report lines
- Use the Include Lines Based on Strings screen to determine which records are to be included in your report, and to color the included lines
- Use the **QUICKVIEW** key to move between your current editing screen and the Report Viewing screen to check the ruler
- Use the Exit Option window in the Report Editing screen to save, temporarily keep, or cancel your report edits
- Use the **RULER** command in the Report Viewing screen to activate, deactivate, and switch between rulers
- Use the Notepad facility to create a note that is tagged to a string in your report.

Online Viewing of Reports Designed for Printing

Re-enter the Report Viewing screen and examine the EMPLOYEES-MARKETING report in more detail.

- 1 Enter the Online Viewing facility.

The User Reports entry panel is displayed.

Need for Reformatting Reports

The EMPLOYEES-MARKETING report is a personnel report listing employees and certain pertinent information about them. Beneath the title EMPLOYEES REPORT – FOR MARKETING DEPARTMENT are the column headers for the report fields (EMPLOYEE NO., EMPLOYEE NAME, and so on).

Not all fields in the EMPLOYEES-MARKETING report are immediately visible. The report is designed for printing on 132-column paper, and is over 100 characters wide. The screen display is usually 80 characters wide. To see the INSURANCE field, for example, it is necessary to press the **RIGHT** key (**PF11/PF23**).

This exercise illustrates how to find the insurance premium (in the INSURANCE field) for the employee named K. Wood and then reformat the report to find information on it easier.

5 Press the **RIGHT** key (**PF11/PF23**).

The UNION DUES, INSURANCE, SICK DAYS, and VAC DAYS fields of the report are now displayed.

Figure 20 Employees-Marketing Report Screen Shifted Right

----- CONTROL-D/V REPORT VIEWING NOTES 0 PAGE 1 OF 3			
COMMAND ==> SCROLL ==> CRSR			
USR DEMO REP EMPLOYEES-MARKETING JB JDEMO 04544 DT 050500 RUL			
-----1-----2-----3-----4-----5-----6-----7-----8			
TMENT DATE: 03/05/00			
UNI ON	I NSURANCE	SI CK	V AC
DUES		DAYS	DAYS

116.00	212.00	01	02
150.00	068.00	01	07
100.00	112.00	01	10
156.00	114.00	01	06
154.00	222.00	01	07
157.00	222.00	01	07
158.00	292.00	01	07
153.00	219.00	01	07
107.00	222.00	05	05
075.00	200.00	01	00
106.00	222.00	01	03
123.00	120.00	01	07
122.00	220.00	01	07
120.00	220.00	01	07
120.00	120.00	01	07
CMDS: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P n 16.46.19			

6 Because the EMPLOYEE NAME field is not displayed while the INSURANCE field is displayed, for example, it is difficult to immediately identify which insurance premium belongs to K. Wood. As the report is currently formatted, you would have had to remember that K. Wood’s record was the seventh row down before shifting over to the right.

7 Press the **LEFT** key (**PF10/PF22**) to return to the first report screen.

Because the EMPLOYEES-MARKETING report displays over an 80 column screen and you are looking for a field which is past the 80th line, it would be convenient if you could keep, for example, the EMPLOYEE NUMBER and EMPLOYEE NAME fields “frozen in place” while you shift the report left and right to find other fields.

This can be done using CONTROL-D rulers.

8 For the next example, press the **DOWN** key (**PF08/PF20**).

Look at the value **10** in the record for S. Hawthorne.

Figure 21 Employees-Marketing Report Screen (2)

----- CONTROL-D/V REPORT VIEWING		NOTES	0	PAGE	1 OF	3
COMMAND ==>					SCROLL ==>	CRSR
USR DEMO	REP EMPLOYEES-MARKETING	JB JDEMO	04544	DT 050500	RUL	
-----1-----	-----2-----	-----3-----	-----4-----	-----5-----	-----6-----	-----7-----8
66115	N. TRACEY	08	23,000	152-89-4859	1	
66116	D. KRAY	09	35,000	374-09-0923	3	
66117	S. HAWTHORNE	10	37,500	394-48-4897	1	
66118	T. WOODLAND	21	36,000	334-04-9381	2	
66119	J. SCHOLTEN	07	28,000	938-90-8352	2	
66120	D. GRADWELL	06	29,000	382-94-2837	3	
66121	J. GOLDEN	05	32,000	374-93-9283	4	
66122	H. UHRBACH	03	29,000	384-03-3847	5	
66123	C. GANES	07	28,000	747-93-3984	2	
66124	B. WAGNER	02	32,000	374-94-9387	3	
66125	J. O' LEARY	18	33,000	123-22-2321	1	
66126	D. HENRI CH	02	70,000	485-69-5812	5	
66127	S. LUGAR	28	42,000	290-38-3454	4	
66128	A. BALTER	03	29,000	234-42-2042	2	
66129	E. BIRCH	10	27,000	394-59-4929	2	
66130	J. SUTTON	09	36,000	334-93-0965	2	
66131	D. DAVENPORT	03	37,000	283-38-9323	1	
66132	L. LEVY	01	41,000	293-48-4950	2	
66133	J. BRENNAN	08	27,000	393-49-5078	1	
CMDS: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P n						11.41.08

It is not clear what the **10** represents, because the column headers have scrolled out of view.

The column headers have scrolled out of view because the report was developed to display column headers only at the top of each page. Since printed reports usually contain about 60 to 80 lines per page but screens usually display about 20 to 24 lines, column headers from one page scroll off the screen before the column headers from the next page are displayed.

The problem of scrolling headers also can be solved using CONTROL-D rulers.

Rulers

A ruler is a set of screen-editing rules that make a report look different when displayed or printed.

Rulers can be used to:

- Define headers
- Freeze report columns in place
- Re-position fields in the screen layout
- Eliminate unwanted or unnecessary fields from the display
- Select records for inclusion in (or exclusion from) the display.
- At sites with color monitors, rulers can also be used to color and highlight the displayed report.

In this exercise you will create a ruler that can:

- Identify report Header lines so that they do not scroll out of sight.
- Freeze the EMPLOYEE NO. and EMPLOYEE NAME fields in place so that they are visible even when the display is shifted to the right.

Quick Ruler Definition (QUICKVIEW) Key

Ruler creation begins on the Report Editing screen, which can be entered from the Report Viewing screen by pressing **QUICKVIEW (PF04/PF16)**, the Quick Ruler Definition key. It is also possible to enter the Report Editing screen by entering the EDIT command (listed in the Instruction line at the bottom of the Report Viewing screen).

Pressing the **QUICKVIEW** key alternately takes you between the Report Viewing screen and your current ruler editing screen.

Report Editing Screen

- 1 Press the **QUICKVIEW** key (**PF04/PF16**).

The Report Editing screen is displayed.

Figure 22 Report Editing Screen

```

----- CONTROL-D - REPORT EDITING -----(U. E)
COMMAND/OPT ==>
USER DEMO          REPORT EMPLOYEES-MARKETING          JOB JDEMO

RULER NAME ==>          Name or blank for default ruler
RULER TYPE ==> VIEW          View or Print
REPORT NAME ==>          To copy a ruler - full report name
JOB NAME ==>            To copy a ruler - full job name
USER NAME ==>          To copy a ruler - full user name

1  EDIT    report lines and columns
2  INCLUDE lines based on strings
3  EXCLUDE lines based on strings
4  COLOR   lines based on strings

PLEASE SELECT OPTION, OR PRESS PF3 TO SAVE/EXIT THE RULER          16. 46. 36

```

The first field in the Report Editing Screen, RULER NAME, is blank. The second field, RULER TYPE, contains the default value **VIEW**.

These fields, and the fields below them, do not need to be changed. They are discussed later in this guide.

Four options appear on the Report Editing Screen, each dealing with a different type of report editing. This exercise pertains to Option 1: EDIT report lines and columns.

2 Type **1** in the COMMAND field and press **Enter**.

The Edit Report Lines and Columns screen is displayed.

Edit Report Lines and Columns Screen

Figure 23 Edit Report Lines and Columns Screen (1)

----- CONTROL-D - EDIT REPORT LINES AND COLUMNS -----						----- (U. E. 1)	
COMMAND ==>				SP CHAR		SCROLL==> CRSR	
USR DEMO		REP EMPLOYEES-MARKETING		JB JDEMO		RULER DEFAULT	
						TYPE VIEW	
0 -----1-----		2-----3-----		4-----5-----		6-----7-----	
1		E M P L O Y E E S		R E P O R T		----- FOR MARKETING DE	
EMPLOYEE		EMPLOYEE		OFFICE		ANNUAL	
NO.		NAME		NO.		SAL	
66002		A. HABER		07		31, 000	
66019		K. HARARI		16		35, 500	
66043		K. TURRO		02		29, 000	
66045		W. MAY		04		35, 000	
66047		A. FELSEN		08		27, 500	
66050		T. HUBERTY		08		27, 500	
66052		K. WOOD		08		26, 000	
66056		H. RUNDLE		08		26, 000	
66059		L. WEST		26		38, 000	
66078		N. LAMBERT		18		29, 000	
66093		J. SHARPTON		09		29, 000	
66112		K. BENNETT		04		29, 000	
66113		T. OGURA		03		28, 000	
66114		S. MCCLURE		02		37, 500	
66115		N. TRACEY		08		23, 000	
OPTIONS: H HEADER F FOOTER D DELETE C COLUMNS I INSERT B BEFORE						16. 46. 56	

The Edit Report Lines and Columns screen displays a copy of the current page of this report. Note the following points about the screen:

- The name **DEFAULT** appears in the **RULER** field.
- An option field allows line options to be executed on each of the report lines. It is labelled **O**, and is located under the field label **USR**.
- Available options are displayed in the Instruction line at the bottom of the screen.

Defining Non-Scrollable Headers

In this exercise, you will select the Header option **H** and apply it to the report title and column header lines.

- 1 Press the **NEWLINE** key once to move the cursor to the **OPTION** field for the first report line. Type **H** four times.

Figure 24 Defining Non-Scrollable Headers in the Edit Report Lines And Columns Screen

----- CONTROL-D - EDIT REPORT LINES AND COLUMNS ----- (U. E. 1)									
COMMAND ==>					SP CHAR		SCROLL==> CRSR		
USR DEMO		REP EMPLOYEES-MARKETING			JB JDEMO		RULER DEFAULT		TYPE VIEW
O	-----1-----	2-----	3-----	4-----	5-----	6-----	7-----	8-----	
H 1	E M P L O Y E E S			R E P O R T		-----		FOR MARKETING DE	
H	EMPLOYEE	EMPLOYEE	OFFICE	ANNUAL	SOCIAL	NO. OF		JOB CLAS	
H	NO.	NAME	NO.	SAL	SECURI TY NO.		DEPENDENTS		CODE
H	-----	-----	-----	-----	-----		-----		-----
	66002	A. HABER	07	31,000	213-85-8954		2		

These four lines are now defined as Header lines and will not scroll out of sight when the report is viewed.

- 2 Press the **QUICKVIEW** key (**PF04/PF16**) to look at the results.

The Report Viewing screen is displayed.

The ruler name **DEFAULT** appears in the **RUL** field.

The defined Header lines appear in a different color than the rest of the report lines (on monochrome monitors they are bolded), indicating that they are no longer considered data lines.

Figure 25 Edit Report Lines And Columns Screen With Defined Non-Scrollable Headers (1)

----- CONTROL-D/V REPORT VIEWING NOTES 0 PAGE 1 OF 3 -----							
COMMAND ==>				SCROLL ==> CRSR			
USR DEMO	REP EMPLOYEES-MARKETING	JB JDEMO	04544	DT 050500	RUL DEFAULT		
-----1-----	2-----	3-----	4-----	5-----	6-----	7-----	8-----
1	E M P L O Y E E S	R E P O R T	-----		FOR MARKETING DEPAR		
EMPLOYEE	EMPLOYEE	OFFICE	ANNUAL	SOCIAL	NO. OF		JOB CLASS
NO.	NAME	NO.	SAL	SECURI TY NO.	DEPENDENTS		CODE
-----	-----	-----	-----	-----	-----		-----
66002	A. HABER	07	31,000	213-85-8954	2		

- 3 Press the **DOWN** key (**PF08/PF20**) to look at S. Hawthorne's record again.

The report Header lines remain at the top of the page when the display scrolls. It is now clear that the figure **10** in S. Hawthorne's record refers to Office Number.

Figure 26 Edit Report Lines And Columns Screen With Defined Non-Scrollable Headers (2)

----- CONTROL-D/V REPORT VIEWING NOTES 0 PAGE 1 OF 3			
COMMAND ==>		SCROLL ==> CRSR	
USR DEMO	REP EMPLOYEES-MARKETING	JB JDEMO	04544 DT 050500 RUL DEFAULT
-----1-----2-----3-----4-----5-----6-----7-----8			
1	E M P L O Y E E S	R E P O R T	FOR MARKETING DEPAR
EMPLOYEE	EMPLOYEE	OFFICE	ANNUAL
NO.	NAME	NO.	SAL
		SOCIAL	SECURITY NO.
		NO. OF	
		DEPENDENTS	
		JOB CLASS	
		CODE	

66115	N. TRACEY	08	23,000
66116	D. KRAY	09	35,000
66117	S. HAWTHORNE	10	37,500
66118	T. WOODLAND	21	36,000
66119	J. SCHOLTEN	07	28,000
66120	D. GRADWELL	06	29,000
66121	J. GOLDEN	05	32,000
66122	H. UHRBACH	03	29,000
66123	C. GANES	07	28,000
66124	B. WAGNER	02	32,000
66125	J. O' LEARY	18	33,000
66126	D. HENRI CH	02	70,000
66127	S. LUGAR	28	42,000
66128	A. BALTER	03	29,000
66129	E. BIRCH	10	27,000
CMDS: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P n		11.41.08	

Just as you defined headers in the Edit Report Lines and Columns screen, you can use option **F** (Footer) to define footers at the bottom of each page. These footers will also not scroll away.

Selecting a Model Line for Column Freezing

In this exercise you will select the EMPLOYEE NO. and EMPLOYEE NAME fields for column freezing.

- 4 Press the **QUICKVIEW** key (**PF04/PF16**) to return to the Edit Report Lines and Columns screen.

Figure 27 Edit Report Lines And Columns Screen (2)

----- CONTROL-D - EDIT REPORT LINES AND COLUMNS -----										(U. E. 1)	
COMMAND ==>					SP CHAR		SCROLL==>			CRSR	
USR DEMO		REP EMPLOYEES-MARKETING			JB JDEMO		RULER DEFAULT		TYPE VIEW		
O -----1-----		-----2-----		-----3-----		-----4-----		-----5-----		-----6-----7-----	
H 1		E M P L O Y E E S			R E P O R T		-----		FOR MARKETING DE		
H EMPLOYEE		EMPLOYEE		OFFICE		ANNUAL		SOCIAL		NO. OF	JOB CLAS
H NO.		NAME		NO.		SAL		SECURI TY NO.		DEPENDENTS	CODE
H -----		-----		-----		-----		-----		-----	
66002		A. HABER		07		31,000		213-85-8954		2	

Column freezing requires the selection of a line to serve as the model for the freezing operation. Any line can be selected for this purpose, by entering **C** (Columns) in the **OPTION** field of the line desired as the model.

- 5** Type **C** in the **OPTION** field to the left of the word **EMPLOYEE** in the second Header Line and press **Enter**.

Figure 28 Column-Freezing in the Edit Report Lines And Columns Screen

----- CONTROL-D - EDIT REPORT LINES AND COLUMNS -----										(U. E. 1)	
COMMAND ==>					SP CHAR		SCROLL==>			CRSR	
USR DEMO		REP EMPLOYEES-MARKETING			JB JDEMO		RULER DEFAULT		TYPE VIEW		
O -----1-----		-----2-----		-----3-----		-----4-----		-----5-----		-----6-----7-----	
H 1		E M P L O Y E E S			R E P O R T		-----		FOR MARKETING DE		
C EMPLOYEE		EMPLOYEE		OFFICE	ANNUAL	SOCIAL		NO. OF		JOB CLAS	
H NO.		NAME		NO.	SAL	SECURI TY NO.		DEPENDENTS		CODE	
H -----		-----		-----	-----	-----		-----		-----	
66002		A. HABER		07	31,000	213-85-8954		2			

The Edit Report Columns screen is displayed.

Edit Report Columns Screen

Figure 29 Edit Report Columns Screen

```
----- CONTROL-D - EDIT REPORT COLUMNS -----(U. E. 1. C)
COMMAND ==>                                     LINES 001 - L01
USR DEMO      REP EMPLOYEES-MARKETING  JB JDEMO      RULER DEFAULT  TYPE VIEW

THE ORIGINAL LINE
-----1-----2-----3-----4-----5-----6-----7-----
EMPLOYEE      EMPLOYEE      OFFICE  ANNUAL  SOCIAL          NO. OF      JOB CLASS

Use the following 5 lines to Cut & Paste, Color and Freeze columns
CUT  :

PASTE :

COLOR :

HILITE:

FREEZE:

THE RESULTING LINE
-----1-----2-----3-----4-----5-----6-----7-----
EMPLOYEE      EMPLOYEE      OFFICE  ANNUAL  SOCIAL          NO. OF      JOB CLASS

TO SHIFT, PLACE CRSR ON THE DESIRED LINE AND USE PF10-LEFT, PF11-RIGHT 16. 47. 13
```

The Edit Report Columns screen is divided into the following three main sections:

- THE ORIGINAL LINE section displays the selected model line as it originally appears.
- The operations section contains five lines (CUT, PASTE, COLOR, HILITE, and FREEZE) that allow specification of the desired operations.
- THE RESULTING LINE section displays the model line in its modified form.

Freezing Columns

You can now freeze the EMPLOYEE NO. and EMPLOYEE NAME fields.

- 1 Press the **NEWLINE** key until the cursor moves to the first column beneath the line labeled **FREEZE**.

Using the Column Numbering line (located under the **RESULTING LINE** label) as a guide, type **F** in each column from the first column to the column immediately preceding the **O** in **OFFICE** (columns 1 through 27), as shown below.



NOTE

Each point (either a hyphen, plus sign, or number) on the Column Numbering line represents a column. The numbers on the line (1, 2, and so on) each represent the next 10th column, and the pluses after each number represents the next 5th column.

For example, the number 1 on the Column Numbering Line represents the 10th column. Two hyphens after the number 1 represents the 12th column. The plus sign after the number 3 represents the 35th column.

Figure 30 Freezing Fields in Edit Report Columns Screen

```

----- CONTROL-D - EDIT REPORT COLUMNS ----- (U. E. 1. C)
COMMAND ==>                                     LINES 001 - L01
USR DEMO      REP EMPLOYEES-MARKETING  JB JDEMO      RULER DEFAULT  TYPE VIEW

THE ORIGINAL LINE
-----1-----2-----3-----4-----5-----6-----7-----
EMPLOYEE      EMPLOYEE      OFFICE  ANNUAL  SOCIAL          NO. OF      JOB CLASS

Use the following 5 lines to Cut & Paste, Color and Freeze columns
CUT   :

PASTE :

COLOR :

HILITE:

FREEZE:
FFFFFFFFFFFFFFFFFFFFFFFFFFFF
THE RESULTING LINE
-----1-----2-----3-----4-----5-----6-----7-----
EMPLOYEE      EMPLOYEE      OFFICE  ANNUAL  SOCIAL          NO. OF      JOB CLASS

TO SHIFT, PLACE CRSR ON THE DESIRED LINE AND USE PF10-LEFT, PF11-RIGHT 16.47.13

```

Line Range Field

- Before checking the results of the freeze operation, look at the two LINES fields at the far right of the second line of the screen. These fields specify a report line range (*to* and *from*) to which indicated operations are to be applied.

Figure 31 Looking at Lines in Edit Report Columns Screen

```

----- CONTROL-D - EDIT REPORT COLUMNS ----- (U. E. 1. C)
COMMAND ==>                                     LINES 001 - L01
USR DEMO      REP EMPLOYEES-MARKETING  JB JDEMO      RULER DEFAULT  TYPE VIEW

THE ORIGINAL LINE
-----1-----2-----3-----4-----5-----6-----7-----
EMPLOYEE      EMPLOYEE      OFFICE  ANNUAL  SOCIAL          NO. OF      JOB CLASS

Use the following 5 lines to Cut & Paste, Color and Freeze columns
CUT   :

```

The displayed default **LINES** values **001 – L01** apply the following freeze operations to the entire report:

Table 4 Default LINES Values and Freeze Operation Results

Value	Description
001	In the LINES from field. The freeze operation is applied from line 1 (that is, from the first line) of each report page.
L01	In the LINES to field. The L indicates that counting begins from the last line of each report page. The operation is applied through the last line of the report.

3 Check the result of this freeze operation, as follows:

A Press the **QUICKVIEW** key (**PF04/PF16**). The Report Viewing screen is displayed.

B Press the **RIGHT** key (**PF11/PF23**).

Figure 32 Frozen Fields in Report Viewing Screen

----- CONTROL-D/V REPORT VIEWING NOTES 0 PAGE 1 OF 3					
COMMAND ==> SCROLL ==> CRSR					
1	USR DEMO	REP EMPLOYEES-MARKETING	JB JDEMO	04544	DT 050500 RUL DEFAULT
		E M P L O Y E	T M E N T	DATE:	03/05/00
	EMPLOYEE	EMPLOYEE	UNI ON	I NSURANCE	SI CK VAC
	NO.	NAME	DUES	DAYS	DAYS
	-----	-----	-----	-----	-----
	66002	A. HABER	116.00	212.00	01 02
	66019	K. HARARI	150.00	068.00	01 07
	66043	K. TURRO	100.00	112.00	01 10
	66045	W. MAY	156.00	114.00	01 06
	66047	A. FELSEN	154.00	222.00	01 07
	66050	T. HUBERTY	157.00	222.00	01 07
	66052	K. WOOD	158.00	292.00	01 07
	66056	H. RUNDLE	153.00	219.00	01 07
	66059	L. WEST	107.00	222.00	05 05
	66078	N. LAMBERT	075.00	200.00	01 00
	66093	J. SHARPTON	106.00	222.00	01 03
	66112	K. BENNETT	123.00	120.00	01 07
	66113	T. OGURA	122.00	220.00	01 07
	66114	S. MCCLURE	120.00	220.00	01 07
	66115	N. TRACEY	120.00	120.00	01 07
CMDS: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P n 11.41.08					

The **EMPLOYEE NO.** and **EMPLOYEE NAME** fields remain in position, and the rest of the screen display shifts right.

It is now easy to see which insurance premium belongs to K. Wood.

Note, however, what happened to the report title. The specified columns in the title were frozen, but the rest of the title shifted, making the title unclear.

In the next exercise, you will freeze all displayed columns in the title line so that the title does not shift.

Selecting a New Model Line

- 1 Press the **QUICKVIEW** key (**PF04/PF16**).

The Edit Report Columns screen is displayed.

- 2 Press the **END** key (**PF03/PF15**).

The Edit Report Lines and Columns screen is displayed.

When defining freeze operations, it is recommended that the model line be a line on which the operations are to be applied in the report.

When you defined a freeze (on columns **001 – 027**) for all lines in the report, you selected line **2** to serve as a model line.

Because you are now about to define a new freeze operation for line **1** only (the title line), select line **1** as a new model line.

- 3 Type **C** in the **OPTION** field of the report title line (as shown below) and press **Enter**.

Figure 33 New Freeze Operation in Edit Report Columns Screen

----- CONTROL-D - EDIT REPORT LINES AND COLUMNS ----- (U. E. 1)									
COMMAND ===>					SP CHAR		SCROLL===> CRSR		
USR DEMO	REP EMPLOYEES-MARKETING				JB JDEMO	RULER DEFAULT		TYPE VIEW	
O	-----1-----	-----2-----	-----3-----	-----4-----	-----5-----	-----6-----	-----7-----		
C 1	E M P L O Y E E S				R E P O R T	-----		FOR MARKETING DE	
H	EMPLOYEE	EMPLOYEE	OFFICE	ANNUAL	SOCIAL	NO. OF		JOB CLAS	
H	NO.	NAME	NO.	SAL	SECURITY NO.	DEPENDENTS		CODE	
H	-----	-----	-----	-----	-----	-----		-----	
	66002	A. HABER	07	31, 000	213-85-8954	2			

The Edit Report Columns screen is displayed with the new model line.

Figure 34 Frozen Line in Edit Report Columns Screen

```
----- CONTROL-D - EDIT REPORT COLUMNS -----(U. E. 1. C)
COMMAND ==>>> LINES 001 - L01
USR DEMO REP EMPLOYEES-MARKETING JB JDEMO RULER DEFAULT TYPE VIEW

THE ORIGINAL LINE
-----1-----2-----3-----4-----5-----6-----7-----
1 EMPLOYEES REPORT ----- FOR MARKETING DEPA

Use the following 5 lines to Cut & Paste, Color and Freeze columns
CUT :

PASTE :

COLOR :

HILITE:

FREEZE:
FFFFFFFFFFFFFFFFFFFFFFFFFFFF
THE RESULTING LINE
-----1-----2-----3-----4-----5-----6-----7-----
1 EMPLOYEES REPORT ----- FOR MARKETING DEPA

TO SHIFT, PLACE CRSR ON THE DESIRED LINE AND USE PF10-LEFT, PF11-RIGHT 16.47.13
```

The line range is still 001 – L01, and columns 1 through 27 are still frozen. This “old” freeze definition is displayed because it remains the current definition of your new model line (the report title line) until changes are made.

Before defining the new freeze operation for the title line, note the COLOR and HILITE lines above the FREEZE line on the Edit Report Columns screen.

These lines can be used to specify colors and highlights for any columns (in the specified line range) in the report.

When you define this new freeze operation, you will also color the words EMPLOYEES and MARKETING in the report title.

Specifying a New Freeze and Column Colors

In order to perform the desired edits, you must first redefine the line range so that the new freeze and column coloring operations apply only to the title line, line 1, of each report page:

- 1 Change the **LINES** *to* value from L01 to 001, so that the line range is now defined as 001 –001. This ensures that the change is applied only to the first line.
- 2 Use the **NEWLINES** key or arrow keys to position the cursor under the C in the word **COLOR**. This is the first action needed in order to color the words **EMPLOYEES** and **MARKETING** in green (for details of valid color codes, see Appendix B of this guide).
- 3 Using the **SPACEBAR** (not the **RIGHT** key) to move the cursor, type **Gs** in columns 14 through 30 and columns 64 through 72 in the Color line.
- 4 Redefine the freeze to extend the length of the report line by typing **Fs** for the length of the Freeze line.

The screen appears as follows:

Figure 35 New Freezing of Edit Report Lines and Columns Screen

```

----- CONTROL-D - EDIT REPORT COLUMNS -----(U. E. 1. C)
COMMAND ===>                                     LINES 001 - 001
USR DEMO      REP EMPLOYEES-MARKETING  JB JDEMO      RULER DEFAULT  TYPE VIEW

THE ORIGINAL LINE
-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+
1          E M P L O Y E E S      R E P O R T      -----  FOR MARKETING  DEPA

Use the following 5 lines to Cut & Paste, Color and Freeze columns
CUT   :

PASTE :

COLOR :
          GGGGGGGGGGGGGGGGGG                      GGGGGGGGGG

HI LI TE:

FREEZE:
FFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFFF
THE RESULTING LINE
-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+
1          E M P L O Y E E S      R E P O R T      -----  FOR MARKETING  DEPA

TO SHIFT, PLACE CRSR ON THE DESIRED LINE AND USE PF10-LEFT, PF11-RIGHT 16.47.13

```

- 5 Press the **QUICKVIEW** key (**PF04/PF16**) to check the results of these edits.

The Report Viewing screen is displayed. The words **EMPLOYEES** and **MARKETING** are colored green in the report title line.

- 6 Press the **RIGHT** key (**PF11/PF23**).

The entire report title and the **EMPLOYEE NUMBER** and **EMPLOYEE NAME** fields are frozen in place.

Figure 36 New Frozen Fields in Edit Report Lines and Columns Screen

----- CONTROL-D/V REPORT VIEWING NOTES 0 PAGE 1 OF 3					
COMMAND ==> SCROLL ==> CRSR					
USR DEMO REP EMPLOYEES-MARKETING JB JDEMO 04544 DT 050500 RUL DEFAULT					
-----1-----2-----3-----4-----5-----6-----7-----8					
1	E M P L O Y E E S		R E P O R T		FOR MARKETING DEPA
EMPLOYEE NO.	EMPLOYEE NAME	UNI ON DUES	I NSURANCE	S I CK DAYS	VAC DAYS
-----	-----	-----	-----	-----	-----
66002	A. HABER	116.00	212.00	01	02
66019	K. HARARI	150.00	068.00	01	07
66043	K. TURRO	100.00	112.00	01	10
66045	W. MAY	156.00	114.00	01	06
66047	A. FELSEN	154.00	222.00	01	07
66050	T. HUBERTY	157.00	222.00	01	07
66052	K. WOOD	158.00	292.00	01	07
66056	H. RUNDLE	153.00	219.00	01	07
66059	L. WEST	107.00	222.00	05	05
66078	N. LAMBERT	075.00	200.00	01	00
66093	J. SHARPTON	106.00	222.00	01	03
66112	K. BENNETT	123.00	120.00	01	07
66113	T. OGURA	122.00	220.00	01	07
66114	S. MCCLURE	120.00	220.00	01	07
66115	N. TRACEY	120.00	120.00	01	07
CMDS: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P n					11.41.08

You have now defined two freeze operations – one for line 1 and one for the rest of the lines on each page.

Return to the editing screens.

7 Press the QUICKVIEW key (PF04/PF16).

The Edit Report Columns screen is displayed.

By redefining the freeze for Line 1, the earlier freeze definition (that is not currently displayed) now applies to all lines except line 1, or in other words, to lines 002 – L01.

8 Press the END key (PF03/PF15).

The Edit Report Lines and Columns screen is displayed.

If you now select as the model line any line except the first (report title), the Edit Columns screen will display the earlier freeze definition in the line range 002 – L01. However, instead of selecting a new model line, exit the ruler, as described in the next exercise.

Exiting a Ruler Definition

By alternately displaying the Report Viewing screen and the most current ruler definition screen, the **QUICKVIEW** (Quick Ruler Definition) key (**PF04/PF16**) enables you to immediately check your report edits.

However, the **QUICKVIEW** key does not save ruler definitions. If you view another report or leave the Online Viewing facility, this ruler definition will be lost.

A ruler definition can only be saved when exiting the Report Editing screen.

The following steps explain how to exit the Report Editing screen and save the ruler definition.

- 1 Press the **END** key (**PF03/PF15**) to return to the Report Editing screen.

The Report Editing screen is displayed. The **RULER NAME** field contains the name **DEFAULT**.

Figure 37 Saving Ruler Definition in Report Editing Screen

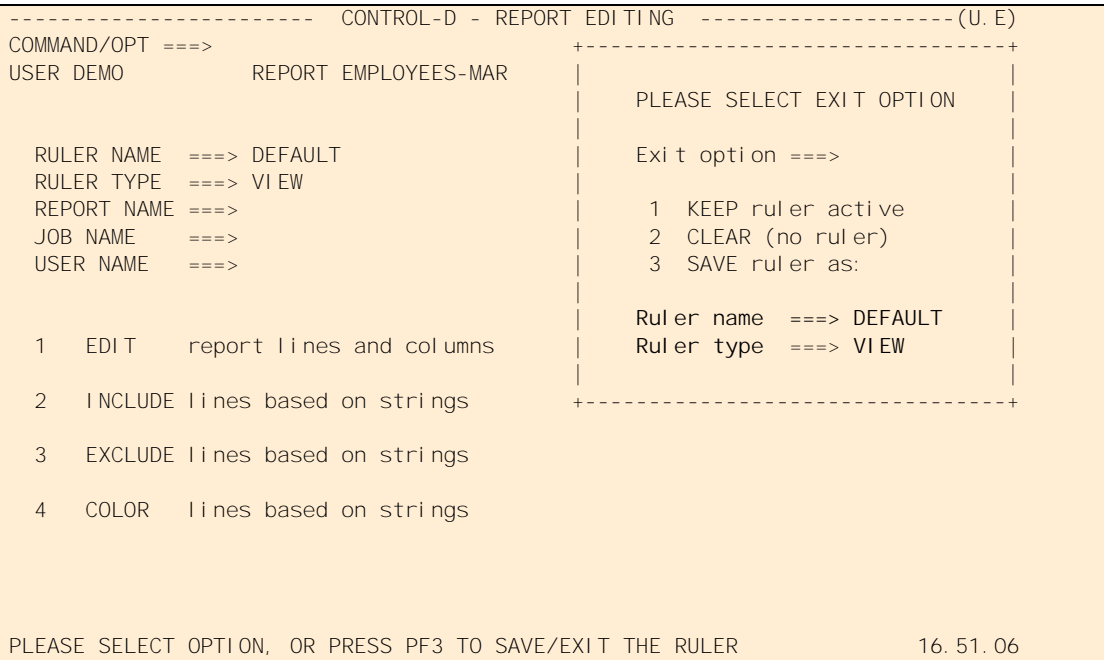
----- CONTROL-D - REPORT EDITING ----- (U. E)	
COMMAND/OPT ==>	
USER DEMO	REPORT EMPLOYEES-MARKETING JOB JDEMO
RULER NAME ==> DEFAULT	Name or blank for default ruler
RULER TYPE ==> VIEW	View or Print
REPORT NAME ==>	To copy a ruler - full report name
JOB NAME ==>	To copy a ruler - full job name
USER NAME ==>	To copy a ruler - full user name
1 EDIT report lines and columns	

- 2 Exit the Report Editing screen by pressing the **END** key (**PF03/PF15**).

The Exit Option window, with the cursor in the Exit option field, is displayed on the screen.

Exit Option Window

Figure 38 Exit Option window in the Report Editing Screen



When the Exit Option window is opened, it shows the same Ruler name and Ruler type that are displayed in the Report Editing screen. In this case, the name and type are DEFAULT and VIEW, respectively.

When a ruler is saved, the name and type from the window is assigned. These values can be changed, but you will save the ruler under the same name, DEFAULT.

Three options appear in the Exit Option window: KEEP, CLEAR and SAVE.

Table 5 Options of the Exit Option Window (Part 1 of 2)

Option	Description
KEEP	Temporarily keeps the ruler definition in memory – until you change rulers (using the RULER <i>name</i> command), view a different report, or leave the Online Viewing facility.
	Note: Pressing the QUICKVIEW key in an editing screen automatically performs a keep operation.

Table 5 Options of the Exit Option Window (Part 2 of 2)

Option	Description
CLEAR	Erases the work you did in report editing. This option leaves no ruler current in your Report Viewing screen.
	Note: You should select this option if you do <i>not</i> want to retain the work done in report editing.
SAVE	Creates a permanently stored copy on disk until overwritten or deleted of the ruler that can be retrieved when needed.
	Select this option if you think a ruler can be useful in the future.

3 Type **3** in the Exit option field (as shown below) and press **Enter**, to save the ruler.

Figure 39 Saving the Ruler on Exit

```

----- CONTROL-D - REPORT EDITING -----(U. E)
COMMAND/OPT ==>
USER DEMO      REPORT EMPLOYEES-MAR

RULER NAME ==> DEFAULT
RULER TYPE ==> VIEW
REPORT NAME ==>
JOB NAME ==>
USER NAME ==>

1  EDIT      report lines and columns
2  INCLUDE lines based on strings
3  EXCLUDE lines based on strings
4  COLOR    lines based on strings

PLEASE SELECT OPTION, OR PRESS PF3 to SAVE/EXIT THE RULER
16.51.06

```

+-----+
 PLEASE SELECT EXIT OPTION
 Exit option ==> 3
 1 KEEP ruler active
 2 CLEAR (no ruler)
 3 SAVE ruler as:
 Ruler name ==> DEFAULT
 Ruler type ==> VIEW
 +-----+

The Report Viewing screen is now displayed with ruler DEFAULT.

This ruler definition is now saved. Even if you exit and re-enter the Online Viewing facility, you can view this report using this ruler.

Defining Color Based on Strings

In this exercise you will design a report where the records of employees with an annual salary of 40,000 or more are prominently displayed without having to read through the entire report.

To do this, you can use a ruler to request that such records appear in a specific color (and/or with a special highlight) when viewed online.

- 1 First, use the Column Numbering line in the Report Viewing screen to determine the column numbers of the ANNUAL SAL field.

Annual salary appears in columns 36 through 41.

Figure 40 Determining Columns for Coloring and/or Highlighting

----- CONTROL-D/V REPORT VIEWING NOTES 0 PAGE 1 OF 3									
COMMAND ==>					SCROLL ==> CRSR				
USR DEMO		REP EMPLOYEES-MARKETING			JB JDEMO 04544 DT 050500 RUL DEFAULT				
-----1-----2-----3-----4-----5-----6-----7-----8									
1	E M P L O Y E E S			R E P O R T		FOR MARKETING DEPAR			
EMPLOYEE	EMPLOYEE	OFFICE	ANNUAL	SOCIAL	NO. OF		JOB CLASS		
NO.	NAME	NO.	SAL	SECURITY NO.	DEPENDENTS		CODE		

66002	A. HABER	07	31,000	213-85-8954		2			

- 2 To request that records for employees with an annual salary of 40,000 or more appear in reverse highlight, in red, do the following:
 - A Press the QUICKVIEW key (PF04/PF16). The Report Editing screen is displayed.

Figure 41 Report Editing Screen Before Selecting Color Option

----- CONTROL-D - REPORT EDITING ----- (U. E)		
COMMAND/OPT ==>		
USER DEMO	REPORT EMPLOYEES-MARKETING	JOB JDEMO
RULER NAME	==> DEFAULT	Name or blank for default ruler
RULER TYPE	==> VIEW	View or Print
REPORT NAME	==>	To copy a ruler - full report name
JOB NAME	==>	To copy a ruler - full job name
USER NAME	==>	To copy a ruler - full user name
1	EDIT	report lines and columns
2	INCLUDE	lines based on strings
3	EXCLUDE	lines based on strings
4	COLOR	lines based on strings
PLEASE SELECT OPTION, OR PRESS PF3 TO SAVE/EXIT THE RULER		
		16.46.36

The RULER NAME and RULER TYPE fields specify the current ruler (DEFAULT and VIEW).

When you defined the report Header lines and froze columns, you selected Option 1 on the Report Editing screen. Now select Option 4: COLOR lines based on strings.

B Type **4** in the COMMAND field and press **Enter**.

The Color Lines Based on Strings screen is displayed.



NOTE

If you are not working on a color monitor and want to skip this exercise, press the **END** key (**PF03/PF15**) twice and proceed to “Saving With or Without Overwriting an Existing Ruler.”

Color Screen

Figure 42 Color Lines Based On Strings Screen

CONTROL-D - COLOR LINES BASED ON STRINGS (U. E. 4)									
COMMAND ==>									
ON STR									
COLOR	HI LI TE	ON: STRING	or	LI NE	or	COL	-	LI NE	-
ON STR									
COLOR	HI LI TE	ON: STRING	or	LI NE	or	COL	-	LI NE	-
ON STR									
COLOR	HI LI TE	ON: STRING	or	LI NE	or	COL	-	LI NE	-
ON STR									
COLOR	HI LI TE	ON: STRING	or	LI NE	or	COL	-	LI NE	-
ON STR									
COLOR	HI LI TE	ON: STRING	or	LI NE	or	COL	-	LI NE	-
ON STR									
COLOR	HI LI TE	ON: STRING	or	LI NE	or	COL	-	LI NE	-
ON STR									
COLOR	HI LI TE	ON: STRING	or	LI NE	or	COL	-	LI NE	-
ON STR									
COLOR	HI LI TE	ON: STRING	or	LI NE	or	COL	-	LI NE	-
ON STR									
COLOR	HI LI TE	ON: STRING	or	LI NE	or	COL	-	LI NE	-
ON STR									
COLOR	HI LI TE	ON: STRING	or	LI NE	or	COL	-	LI NE	-
PLEASE FILL IN THE SELECTION STRINGS									16. 52. 18

The Color Lines Based on Strings screen is used to color and highlight report lines in the Report Viewing screen depending on the existence of a specified string in a specified column range. The following is an explanation of the fields on this screen:

- The string is specified in the ON STR field.

- The column range for the string is specified in the COL *from* and *to* fields. The string search may optionally be limited to a line range specified in the LINE *to* and *from* fields in the ON STR line.
- Color is specified in the COLOR field.
- Highlighting is specified in the HILITE field.
- The string to be colored is specified in the ON fields. Color may be applied either to the specified string, the entire line containing the string, or to any specified block (column and line range). When the LINE *to* and *from* fields are blank, color is applied to the specified column range in the line in which the string is found.

1 Fill in the screen as illustrated in the following figure:

Figure 43 Specifying Colors and/or Highlighting by Strings

----- CONTROL-D - COLOR LINES BASED ON STRINGS -----(U. E. 4)									
COMMAND ==>					Apply on header N				
ON STR	.GE.	40,000			COL	036	-	041	LINE
	COLOR	R	HILITE	R	ON:	STRING	or	LINE	Y or
					COL	-			LINE
ON STR					COL	-			LINE
	COLOR		HILITE		ON:	STRING	or	LINE	or
					COL	-			LINE

When filling in these fields, note the following:

1. The ON STR value of .GE.40,000 means that the specified columns are checked for a value greater than or equal to 40,000.



NOTE

There is no embedded space in the value GE.40,000.

2. The 036 and 041 values in the COL fields mean that columns 36 through 41 are to be checked for the specified ON STR value.
3. The R value in the COLOR field specifies that selected lines are to be colored Red on the monitor. For details of valid color codes, see Appendix B.
4. The R value in the HILITE field specified that selected lines are to be highlighted in Reverse. For details of valid highlight codes, see Appendix B.
5. The Y value in the LINE field means that when the ON STR criteria are met, specified color and highlight definitions are to be applied to the entire report line.

2 Press the QUICKVIEW key (PF04/PF16) to check the result of the color definitions.

The Report Viewing screen is displayed.

- 3 Scroll down through the report using the **PF08/PF20** key.

All employee records showing an annual salary greater than or equal to 40,000 are displayed in red (in reverse highlight).



NOTE

The Color Lines Based on Strings screen is discussed in more detail later in this guide.

- 4 Type **M** in the COMMAND field and press the **UP** key (**PF07/PF19**) to return to the top of the report.
- 5 Press the **QUICKVIEW** key (**PF04/PF16**) to display the Color Lines Based on Strings screen.
- 6 Press the **END** key to display the Report Editing screen.
- 7 Press the **END** key again to display the Exit Option window is displayed.

You are now ready to exit this ruler, as described in the next exercise.

Saving With Or Without Overwriting an Existing Ruler

Now that you are ready to exit the ruler definition, you either can have this ruler replace (overwrite) the original ruler (DEFAULT), or you can save this ruler as a separate ruler:

- To overwrite the original ruler, leave the name in the Ruler name field of the Exit Option window unchanged.
- To save without overwriting the original ruler, specify a new name in the Ruler name field in the Exit Option window.

- 1 Fill in the fields of the Exit Option window as follows:

- Exit option ==> 3
- Ruler name ==> COLOR40
- Ruler type ==> VIEW

This will save the new ruler COLOR40, without overwriting the original ruler.

- 2 Press **Enter** to display the Report Viewing screen, with ruler COLOR40 as its designated ruler.

Notice that the RUL field contains the value COLOR40.

Figure 44 Saving a New Ruler

CONTROL-D/V REPORT VIEWING NOTES 0 PAGE 1 OF 3							
COMMAND ==>				SCROLL ==> CRSR			
USR DEMO	REP EMPLOYEES-MARKETING	JB JDEMO	04544 DT 050500	RUL COLOR40			
-----1-----	-----2-----	-----3-----	-----4-----	-----5-----	-----6-----	-----7-----	-----8-----
1	E M P L O Y E E S	R E P O R T	-----	FOR MARKETING	DEPAR		
EMPLOYEE	EMPLOYEE	OFFICE	ANNUAL	SOCIAL	NO. OF	JOB CLASS	
NO.	NAME	NO.	SAL	SECURITY NO.	DEPENDENTS	CODE	
-----	-----	-----	-----	-----	-----	-----	-----
66002	A. HABER	07	31, 000	213-85-8954	2		
66019	K. HARARI	16	35, 500	894-58-0468	3		
66043	K. TURRO	02	29, 000	595-47-4186	1		
66045	W. MAY	04	35, 000	926-83-2454	4		
66047	A. FELSEN	08	27, 500	987-21-4684	2		
66050	T. HUBERTY	08	27, 500	334-72-9285	2		
66052	K. WOOD	08	26, 000	675-72-6784	2		

The Header lines are colored differently than the rest of the report lines since ruler COLOR40 also contains the edits found in ruler DEFAULT.

Using Rulers for Record Inclusion

In this exercise you will design a report with rulers that contains only the records of those employees from Office Number 08 (that is, with a value of 08 in the OFFICE NO. field).

- 1 First, use the Column Numbering line in the Report Viewing screen to determine the column numbers of the OFFICE NO. field.

Office numbers appear in columns 30 and 31.

Figure 45 Determining OFFICE NO. Column Numbers

CONTROL-D/V REPORT VIEWING NOTES 0 PAGE 1 OF 3							
COMMAND ==>				SCROLL ==> CRSR			
USR DEMO	REP EMPLOYEES-MARKETING	JB JDEMO	04544 DT 050500	RUL COLOR40			
-----1-----	-----2-----	-----3-----	-----4-----	-----5-----	-----6-----	-----7-----	-----8-----
1	E M P L O Y E E S	R E P O R T	-----	FOR MARKETING	DEPAR		
EMPLOYEE	EMPLOYEE	OFFICE	ANNUAL	SOCIAL	NO. OF	JOB CLASS	
NO.	NAME	NO.	SAL	SECURITY NO.	DEPENDENTS	CODE	
-----	-----	-----	-----	-----	-----	-----	-----
66002	A. HABER	07	31, 000	213-85-8954	2		

2 Press the **QUICKVIEW** key (**PF04/PF16**).

The Report Editing screen is displayed.

Figure 46 Selecting a Ruler for Editing

```

----- CONTROL-D - REPORT EDITING -----(U. E)
COMMAND/OPT ==>
USER DEMO          REPORT EMPLOYEES-MARKETING          JOB JDEMO

RULER NAME ==> COLOR40          Name or blank for default ruler
RULER TYPE ==> VIEW            View or Print
REPORT NAME ==>                To copy a ruler - full report name
JOB NAME ==>                  To copy a ruler - full job name
USER NAME ==>                  To copy a ruler - full user name

1  EDIT    report lines and columns
2  INCLUDE lines based on strings
3  EXCLUDE lines based on strings
4  COLOR   lines based on strings

PLEASE SELECT OPTION, OR PRESS PF3 TO SAVE/EXIT THE RULER          16. 46. 36

```

Selecting a Ruler for Editing

The value in the RULER NAME field that is initially displayed in the Report Editing screen is the name of your current ruler. In this case, it is COLOR40.

You can change ruler name to an existing ruler with which you want to work. You will now change RULER NAME to DEFAULT, and also select Option 2: INCLUDE lines based on strings.

1 Type **2** in the COMMAND field.

2 Change COLOR40 to **DEFAULT** in the RULER NAME field.

Figure 47 Changing the Ruler Name to Default

```

----- CONTROL-D - REPORT EDITING -----(U. E)
COMMAND/OPT ==> 2
USER DEMO          REPORT EMPLOYEES-MARKETING          JOB JDEMO

RULER NAME ==> DEFAULT          Name or blank for default ruler
RULER TYPE ==> VIEW            View or Print

```

3 Press Enter.

The Include Lines Based on Strings screen is displayed.

Figure 48 Include Lines Base On Strings Screen

----- CONTROL-D - INCLUDE LINES BASED ON STRINGS -----(U. E. 2)						
COMMAND ===>			Apply on header N			
STR	COL	-	LINE	-	COLOR	HL
STR	COL	-	LINE	-	COLOR	HL
STR	COL	-	LINE	-	COLOR	HL
STR	COL	-	LINE	-	COLOR	HL
STR	COL	-	LINE	-	COLOR	HL
STR	COL	-	LINE	-	COLOR	HL
STR	COL	-	LINE	-	COLOR	HL
STR	COL	-	LINE	-	COLOR	HL
STR	COL	-	LINE	-	COLOR	HL
STR	COL	-	LINE	-	COLOR	HL
STR	COL	-	LINE	-	COLOR	HL
STR	COL	-	LINE	-	COLOR	HL
STR	COL	-	LINE	-	COLOR	HL
STR	COL	-	LINE	-	COLOR	HL
STR	COL	-	LINE	-	COLOR	HL
STR	COL	-	LINE	-	COLOR	HL
STR	COL	-	LINE	-	COLOR	HL
STR	COL	-	LINE	-	COLOR	HL
STR	COL	-	LINE	-	COLOR	HL
STR	COL	-	LINE	-	COLOR	HL
PLEASE FILL IN THE SELECTION STRINGS						16. 50. 19

Include Screen

The Include Lines Based On Strings screen limits the records included in a report to those records containing specified strings in specified locations.

This exercise shows you how to include records that contain the string 08 in columns 30 through 31 (the OFFICE NO. field).

1 Press NEWLINE.

The cursor is positioned in the first STR (string) field.

2 Type in 08 and press Tab.

The cursor is positioned in the COL *from* field.

3 Type in 030.

The cursor automatically tabs to the COL *to* field.

Your entry should look like the one displayed below:

Your entry should look like the one displayed below:

CONTROL-D - INCLUDE LINES BASED ON STRINGS				(U. E. 2)	
COMMAND ==>				Apply on header N	
STR 08	COL 030 - 031	LINE -	COLOR	HL	
STR	COL -	LINE -	COLOR	HL	
STR	COL -	LINE -	COLOR	HL	
STR	COL -	LINE -	COLOR	HL	

In this example, the report is limited to records containing a single specified string in a specified column range. However, the Include Lines Based on Strings screen contains twenty lines for string specification and a different string and column-range may be specified on each line of the screen. Records having at least one of the specified strings will be included in the report.

The Report Viewing screen is displayed.

The Report Viewing screen is displayed.

[illegible]

Only employees from Office Number 08 are included in the report.

The Include Lines Based on Strings screen is again displayed.

The Include Lines Based on Strings screen is again displayed.

8 Press the **END** key (**PF03/PF15**) again, to display the Exit Option window.

9 Fill in the fields of the Exit Option window as follows and press **Enter** to save the ruler with a new name.

- Exit option ==> **3**
- Ruler name ==> **OFN08**
- Ruler type ==> **VIEW**

The Report Viewing screen is displayed with ruler OFN08 (for Office Number 08).

Figure 51 Saving New Ruler OFN08

[illegible]

Defining Color and Defining Multiple Strings in the Include Screen

Each Include definition line contains fields that can be used to specify colors and highlights for included report lines. Specified colors and highlights are applied to the entire report line. Available color and highlight codes are the same as in the Color Lines Based on Strings screen and the Edit Report Columns screen.

You can now modify ruler OFN08 so that it contains multiple Include criteria and specifies color characteristics for included lines.

- 1** Press the **QUICKVIEW** key (**PF04/PF16**) to display the Report Editing screen.

The RULER NAME field contains OFN08.

- 2** Type **2** (the Include lines based on option) in the **COMMAND** field and press **Enter**.

The Include Lines Based on Strings screen, with the edits from ruler OFN08, is displayed.

Figure 52 Include Lines Screen with Ruler OFN98

----- CONTROL-D - INCLUDE LINES BASED ON STRINGS -----				(U. E. 2)	
COMMAND ==>				Apply on header N	
STR 08	COL 030 - 031	LINE	-	COLOR	HL
STR	COL -	LINE	-	COLOR	HL
STR	COL -	LINE	-	COLOR	HL
STR	COL -	LINE	-	COLOR	HL
STR	COL -	LINE	-	COLOR	HL
STR	COL -	LINE	-	COLOR	HL
STR	COL -	LINE	-	COLOR	HL
STR	COL -	LINE	-	COLOR	HL

You can now change the Include criteria so that instead of including employees from Office 08, they include only those employees with a salary of 40,000 or more as follows:

- Employees with a salary of 50,000 or more are to be displayed in red.
- Employees with a salary from 40,000 to 49,999 are to be displayed in blue.

NOTE



You should perform this exercise even if you are not working on a color monitor.

- 3 Typing over the 08 string entry, define your Include ruler to contain the string, column range and color definitions shown in the figure below:

Figure 53 Redefining Ruler OFN98

----- CONTROL-D - INCLUDE LINES BASED ON STRINGS -----				(U. E. 2)	
COMMAND ==>				Apply on header N	
STR . GE. 50,000	COL 036 - 041	LINE	-	COLOR R	HL
STR . GE. 40,000	COL 036 - 041	LINE	-	COLOR B	HL
STR	COL -	LINE	-	COLOR	HL
STR	COL -	LINE	-	COLOR	HL
STR	COL -	LINE	-	COLOR	HL
STR	COL -	LINE	-	COLOR	HL
STR	COL -	LINE	-	COLOR	HL
STR	COL -	LINE	-	COLOR	HL

Strings are checked using the following rules:

- When multiple Include strings are specified, checking for strings in each record begins with the first Include definition in the Include screen and continues either until a match is found (and the record is included in the report) or until the last Include definition has been checked.
- The order of Include string definitions may be significant.

A record that matches several Include definitions is displayed with the color and highlight specified in the first matching Include definition.

In the above example, a record with an annual salary of 50,000 or more is included in red before it gets a chance to be included in blue. If the order of the string entries had been reversed (that is, the .GE.40,000 definition had been placed before the .GE.50,000 definition), then records with a salary of 50,000 or more would have been included in blue.

4 Press the **QUICKVIEW** key (**PF04/PF16**) to check the results of the edit.

The report looks as follows:

Figure 54 Report Viewing Screen after Editing Ruler OFN98

[illegible]

Records showing a salary of 50,000 or more appear in red. Other records (from 40,000) appear in blue.

Logical Operations for String Fields in Rulers

In the string entry, .GE.40,000, the 40,000 identifies the actual search string and the .GE. identifies the logical search operation to perform, namely a “greater than or equal to” search.

In the previously specified string entry, search string 08 was specified without an operator. An equivalence check was performed (that is, report line strings were checked to see if they were equal to ruler-defined strings).

All “string-checking” edits (Color, Include, and Exclude) operate this way:

- Strings specified without operators are subject to equivalence checking.
- Logical operations (other than equal to) are indicated by typing *.operator.string* in the STR field.

Valid operations (and operators) are listed below:

Table 6 Valid Operators in Ruler String Fields

Operator	Logical Operation
.GT.	Greater than
.LT.	Less than
.GE.	Greater than or equal to
.LE.	Less than or equal to
.NE.	Not equal to

Clearing a Ruler

Instead of saving these report edits, you use Exit option **2** to clear them.

- 1 Press the **QUICKVIEW** key (**PF04/PF16**) to display the Include Lines Based on Strings screen.
- 2 Press the **END** key (**PF03/PF15**) to display the Report Editing screen.
- 3 Press the **END** key (**PF03/PF15**) to display the Exit Option window.
- 4 Type **2** in the Exit Option field and press **Enter** to display the Report Viewing Screen.

Figure 55 Clearing a Ruler on Exit

```

----- (U. E)
COMMAND/OPT ==>
USER DEMO      REPORT EMPLOYEES-MAR

RULER NAME ==> OFN08
RULER TYPE ==> VIEW
REPORT NAME ==>
JOB NAME ==>
USER NAME ==>

1  EDIT    report lines and columns
2  INCLUDE lines based on strings
3  EXCLUDE lines based on strings
4  COLOR   lines based on strings

PLEASE SELECT OPTION, OR PRESS PF3 TO SAVE/EXIT THE RULER
16. 46. 36
  
```

PLEASE SELECT EXIT OPTION
 Exit option ==> 2
 1 KEEP ruler active
 2 CLEAR (no ruler)
 3 SAVE ruler as:
 Ruler name ==> OFN08
 Ruler type ==> VIEW

No ruler is now active.

RULER/ON/OFF/name Command

You can turn rulers on and off and switch between rulers by using the RULER command:

Table 7 Ruler Command Values

Command	Description
RULER OFF	Turns a ruler off.
RULER ON	Turns a ruler on.
RULER <i>name</i>	Makes a specific ruler current and active.
RULER	Alternately turns the current ruler on and off.

- 1

Type **RU OFN08** in the COMMAND field and press **Enter**.

Ruler OFN08 appears in its original form. Edits that were entered and then cleared in the last step were not saved.
- 2

Type **RU OFF** in the COMMAND field and press **Enter**.

The RUL field is empty. The unedited report is displayed.
- 3

Type **RU COLOR40** in the COMMAND field and press **Enter**.

COLOR40 appears in the **RUL** field. The report is displayed with the **COLOR40** ruler.
- 4

Type **RU DEFAULT** in the COMMAND field. Press **Enter**.

DEFAULT appears in the RUL field. The report is displayed with the DEFAULT ruler.

Notepad Facility and Tag Notes

Sometimes it is useful to add comments to a report for you or others to read, or to read the comments of others. The Notepad facility allows comments, or notes, to be added to reports. These notes can be read, modified and deleted.

Two types of notes can be defined:

- General notes, that are explained in Chapter 5 of this guide, apply to entire reports. They are defined in the Active User Report List screen.
- Tag notes are applied to specific strings in the report and are defined in the Report Viewing screen.

Use the following steps to page down a screen and define a note that is tagged to the string S. Hawthorne.

Creating Tag Notes

- 1 Press the **DOWN** key (**PF08/ PF20**).

The report scrolls down a screen. The record for N. TRACEY is displayed at the top of the list.

- 2 Use the arrow keys to position the cursor on the first letter (S) in the name S. HAWTHORNE, and then press the **TAGNOTE** key (**PF06/PF18**).

The S is now displayed in red and you are prompted to identify the end of the tag substring.

- 3 Use the arrow keys until the cursor is positioned on the last letter (E) in the name S. HAWTHORNE Press the **TAGNOTE** key (**PF06/PF18**) again.

The Tag Note window is opened. The cursor is positioned at the first text position in the window.

Figure 56 Tag Note In The Report Viewing Screen

----- CONTROL-D/V		REPORT	V I E W I N G	NOTES	PAGE	1 OF	3
COMMAND ==>		+-----NOTE PAD			FACI L I T Y-----		(TAG) --+
USR DEMO	REP	EDI T	VERSI ON	0001	M21	05/05/00 16: 48: 28	
-----+-----1-----+							
1	E M P						
EMPLOYEE	EMPL						
NO.	NA						

66115	N. TRAC						
66116	D. KRAY						
66117	S. HAWT						
66118	T. WOOD						
66119	J. SCHO						
66120	D. GRAD	F3: END		F7: CLEAR		F8: DELETE	
66121	J. GOLD	F5: SAVE		F10: PREV		F11: NEXT	
66122	H. UHRBACH	03	29, 000	384-03-3847		5	
66123	C. GANES	07	28, 000	747-93-3984		2	
66124	B. WAGNER	02	32, 000	374-94-9387		3	
66125	J. O' LEARY	18	33, 000	123-22-2321		1	
66126	D. HENRI CH	02	70, 000	485-69-5812		5	
66127	S. LUGAR	28	42, 000	290-38-3454		4	
66128	A. BALTER	03	29, 000	234-42-2042		2	
66129	E. BI RCH	10	27, 000	394-59-4929		2	
CMDS: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P n							14. 45. 00

- 4 Type the following string in the window: **From D. Henrich: While S. Hawthorne is on temporary leave, all matters normally handled by her should be referred to J. Golden (Rm. 06). If there is a problem, contact me.**
- 5 Press the **END** key (**PF03/PF15**).

The Exit Option window is displayed, prompting you to create the note.

Figure 57 Exit Option Window after Typing Tag Note

----- CONTROL-D/V REPORT VIEWING		NOTES	0	PAGE	1 OF	3	
COMMAND ==>		+-----NOTE PAD FACILITY----- (TAG) +					
USR DEMO	REP	EDIT	VERSION	0001	M21	05/05/00 16:48:28	
-----1-----		FROM D. HENRICH:					
1	E M P	WHILE S. HAWTHORNE IS ON TEMPORARY LEAVE, ALL MATTERS					
EMPLOYEE	EMPL	NORM +-----+ DEN					
NO.	NA	(RM.	PLEASE SELECT EXIT OPTION				

66115	N. TRAC		CREATE (Y/N)				
66116	D. KRAY	+-----+					
66117	S. HAWT						
66118	T. WOOD						
66119	J. SCHO						
66120	D. GRAD	F3: END	F7: CLEAR		F8: DELETE		
66121	J. GOLD	+----F5: SAVE-----		F10: PREV-----		F11: NEXT-----+	
66122	H. UHRBACH	03	29,000	384-03-3847	5		
66123	C. GANES	07	28,000	747-93-3984	2		
66124	B. WAGNER	02	32,000	374-94-9387	3		
66125	J. O' LEARY	18	33,000	123-22-2321	1		
66126	D. HENRICH	02	70,000	485-69-5812	5		
66127	S. LUGAR	28	42,000	290-38-3454	4		
66128	A. BALTER	03	29,000	234-42-2042	2		
66129	E. BIRCH	10	27,000	394-59-4929	2		
CMDS: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P n						14.45.00	

6 Type Y (Yes) to create the note, and press Enter.

The Exit Option window and Tag Note window are closed. The note is saved.

The number of Tag notes in the report is indicated in the top line of the screen.

-----	CONTROL-D/V REPORT VIEWING	NOTES	1	PAGE	1 OF	3
-------	----------------------------	-------	---	------	------	---

Notice that the tagged string (S. Hawthorne) is displayed in red. By default, whenever a report is displayed in the Report Viewing screen, strings having attached notes are displayed in red.

**NOTE**

Specifying the SHOWNOTE command (abbreviated SHOWN) alternately changes the color of tagged strings between red and the color of the report line.

Reviewing Existing Tag Notes

You can create more tag notes for other strings. In this exercise, however you will reopen the Tag note you just created.

An existing note is opened by positioning the cursor on any character in the tagged string and pressing the **TAGNOTE** key (**PF06/PF18**).

The cursor can be positioned on the tagged string either by using the arrow keys or the **LOCNOTE** command (abbreviated **LOCN**). The **LOCNOTE** command locates the next tagged string even if it appears on a later page.

Before using the **LOCNOTE** command to position the cursor on the tagged string, scroll back to the top of the page.

- 1 Press the **UP** key (**PF07/PF19**) to display the top of the report.
- 2 Type **LOCN** in the **COMMAND** field and press **Enter**.

The report scrolls down and the cursor is positioned on the tagged string.

- 3 Press the **TAGNOTE** key (**PF06/PF18**) to open the previously defined Tag note.

Figure 58 Viewing a Tag Note

-----		CONTROL-D/V		REPORT	VIEWING	NOTES	1	PAGE	1	OF	3
COMMAND ==>		+-----NOTE PAD FACI LITY----- (TAG) --+									
USR DEMO		REP	BROWSE	VERSION	0001	M21	05/05/00 16: 48: 28				
-----1-----		FROM D. HENRICH:									
1	EMPLOYEE	NO.	EMP	EMPL	WHILE S. HAWTHORNE IS ON TEMPORARY LEAVE, ALL MATTERS						
					NORMALLY HANDLED BY HER SHOULD BE REFERRED TO J. GOLDEN						
					(RM. 06). IF THERE IS A PROBLEM, CONTACT ME.						

66115	N.	TRAC									
66116	D.	KRAY									
66117	S.	HAWT									
66118	T.	WOOD									
66119	J.	SCHO									
66120	D.	GRAD	F3: END				F6: UPDATE				
66121	J.	GOLD	+----F4: NEW				-F10: PREV-----F11: NEXT----				
66122	H.	UHRBACH	03	29, 000	384-03-3847	5					

Previously defined notes are displayed in protected (Browse) mode. They cannot be modified unless the **UPDATE** key (indicated in the first instruction line near the bottom of the window) is pressed. Note the following:

- The word **BROWSE** appears in the upper left corner of the window. In Edit mode, the word **Edit** appears.
- The instruction lines at the bottom of the window are different in Browse and Edit mode.
- The same key that opened the note (**PF06/PF18**) is used as the **UPDATE** key in Browse mode, to change the mode to Edit mode.
- The color of the note text is different in Browse and Edit mode.

You can now change the text of the note.

- 4 Press the **UPDATE** key (**PF06/PF18**) to display the note in Edit mode.

Figure 59 Changing Text of a Tag Note

-----		CONTROL-D/V REPORT VIEWING		NOTES	1	PAGE	1 OF	3
COMMAND ==>		+-----NOTE PAD FACILITY----- (TAG) -+						
USR DEMO		REP	EDIT	VERSION	0001	M21	05/05/00 16:48:28	
-----1-----		FROM D. HENRICH:						
1	E M P	WHILE S. HAWTHORNE IS ON TEMPORARY LEAVE, ALL MATTERS						
EMPLOYEE	EMPL	NORMALLY HANDLED BY HER SHOULD BE REFERRED TO J. GOLDEN						
NO.	NA	(RM. 06). IF THERE IS A PROBLEM, CONTACT ME.						
-----		-----						
66115	N. TRAC							
66116	D. KRAY							
66117	S. HAWT							
66118	T. WOOD							
66119	J. SCHO							
66120	D. GRAD	F3: END	F7: CLEAR			F8: DELETE		
66121	J. GOLD	+----F5: SAVE-----	F10: PREV-----			F11: NEXT-----+		
66122	H. UHRBACH	03	29,000	384-03-3847	5			

- 5 Correct the string (RM. 06) so that it says (RM. 05).

Several options are listed in the instruction line at the bottom of a Tag Note window in Edit mode. The **DELETE** key (**PF08/PF20**) is used to delete the note. The **CLEAR** key (**PF07/PF19**) erases all existing text in a note; this can simplify the rewriting of a note. The **END** key (**PF03/PF15**) exits the note.

- 6 Press the **END** key (**PF03/PF15**).

The Exit Option window prompts whether to save the changes to the note.

- 7 Type **Y** (Yes) and press **Enter**.

The modifications to the note are now saved.



NOTE

Tag notes are linked to rulers. To make a Tag note accessible when a specific ruler is active, that ruler must be active when the Tag note is defined. To make a Tag note accessible when no ruler is active, ensure that no ruler is active when the Tag note is defined.

The Tag note that you have just defined is accessible when ruler **DEFAULT** is active.

You have finished this chapter of the Online Viewing Guide. You can now exit the Online Viewing facility.

- 8 Type **=X** in the **COMMAND** field and press **Enter**.

You have now exited the CONTROL-D Online Viewing facility and returned to your regular operating environment.

Report Printing and Report Restoring

This chapter includes the following topics:

Overview	82
Printing a Report	82
Print Option Window	83
Immediate Printing	85
Restoring a Report	86
History User Report List	87
How to Restore a Report	88

Overview

This chapter shows you how to request the immediate printing of your reports and how to restore archived reports so they can be viewed or printed. In this chapter you will:

- Select a report for printing
- Display the Print Option window and learn some print control parameters
- Modify certain print control parameters and request immediate printing of the selected report
- Learn how to restore a report from the History User Report list

Printing a Report

You have already learned how to select a report for Online viewing. In this exercise you will re-enter the Active User Report List screen and select a report for immediate printing.

- 1 Enter the CONTROL-D Online Viewing facility and display the entry panel.

The entry panel is displayed.

- 2 Type **DEMO** in the USER field and press **Enter** to display the Active User Report List screen.

Figure 60 Active User Report Screen before Printing

```

ACTIVE LIST      <D> JOB              REP                      USR DEMO             (U)
COMMAND ===== SCROLL====> CRSR

O USER          REPORT                ODATE            PAGES           LINES V N STATUS
DEMO             I NVENTORY REPORT    05/05/00          9              427 V   Decol lated
DEMO             EMPLOYEES-MANAGMENT  05/05/00          1              18     Decol lated
DEMO             EMPLOYEES-MARKETI NG 05/05/00          3             131 V T Decol lated
DEMO             EMPLOYEES-DEVELOPMEN 05/05/00          1              10     Decol lated
DEMO             EMPLOYEES-PRODUCTI ON 05/05/00          3             169     Decol lated
DEMO             BANKI NG REPORT       05/05/00          5             256     Decol lated

===== >>>>>>>>>>>>>> B O T T O M O F L I S T <<<<<<<<<<<<<< =====

P PRI NT        V VIEW          U UPDATE         I INSERT         A ADD INFO       E EDIT
X INDEX         N NOTE          G GIVETO         D DELETE         Q QUI CK ACCESS    10.24.32

```

Print Option Window

When you enter **P** (Print) in the **OPTION** field of a report on the Active User Report list, the Print Option window is displayed. The request for immediate printing of the report is made from this Print Option window.

- 3** Type **P** (Print) in the **OPTION** field for the Employees-Marketing report and press **Enter**.

The Print Option window is displayed on the Active User Report List screen.

Figure 61 Print Option Window

ACTIVE LIST	<D>	JOB	REP	USR DEMO	(U)
COMMAND ==>					
O USER	REPOR	PRINT OPTION ==>			
DEMO	INVEN				
DEMO	EMPLO				
P DEMO	EMPLO	1 Immediate Printing			
DEMO	EMPLO	2 Deferred Printing (by Print Mission)			
DEMO	EMPLO	X Exit (no action)			
DEMO	BANKI				
===== >>>>>>>>					
		COPIES 001 FORM STD CLASS			
		DEST LOCAL WTR			
		FROM PAGE 00000002 TO PAGE 00000003 RULER DEFAULT			
		PRINT MISSIONS VENAPRT			
		PAGEDEF FORMDEF			
		USER DEMO REPORT EMPLOYEES-MARKETING JOB JDEMO			
P PRINT	V VIEW	U UPDATE	I INSERT	A ADD INFO	E EDIT
X INDEX	N NOTE	G GIVETO	D DELETE	Q QUICK ACCESS	10. 24. 32

CONTROL-D normally allocates and prints the sysout to spool, using default values for printing parameters such as DEST, WTR, CLASS and PRIORITY that are defined for the sysout during decollation.

However, you can use the Print Option window to manually enter individual print requests. The fields of the Print Option window displays the printing parameter defaults, but you can change the values in the window to override the defaults.

The following options are displayed in the Print Option window: Immediate Printing, Deferred Printing and Exit.

Immediate Printing

You will now use the Immediate Printing option. This exercise demonstrates the following printing parameter fields:

Table 8 Parameters of the Print Option Window

Parameter	What It Does
COPIES	Specifies how many copies of the report are to be printed.
DEST	Specifies the remote printer (node and userid) on which the report is to be printed. If this field is blank, the report prints on the default printer.
WTR	In this field you can specify the name of an external writer for printing the report. If your data center is using TS-PRINT, specify the VTAM name of the printer in this field.
FROM PAGE and TO PAGE	Specifies a page range (inclusive) for printing part of a report.
PAGEDEF and FORMDEF	These fields specify PAGEDEF and FORMDEF parameters for AFP reports.

The Immediate Printing option sends a report to the JES spool with the printer parameters specified in the fields in the window.

In this exercise, you will immediately print two copies of only the first page of the report at the desired printer.

- 1 Type **1** (Immediate Printing) in the Print Option field.
- 2 Request two copies of the report instead of one, by changing the value in the COPIES field from **001** to **002**.
- 3 If you want to use a different printer than the default printer, type the desired printer details in the DEST and/or WTR fields.

NOTE

If you do not know the name of your printer, leave the DEST field blank.



- 4 To print only page 1 instead of the entire report, change the TO PAGE value from **00000003** to **00000001**.

The Print Option window should look like the example below, where *printer* represents your target printer.

Figure 62 Completed Print Option Window

ACTIVE LIST	<D>	JOB	REP	USR DEMO	(U)
COMMAND ==>					
O USER	REPOR	PRINT OPTION ==> 1			
DEMO	INVEN				
DEMO	EMPLO				
P DEMO	EMPLO	1 Immediate Printing			
DEMO	EMPLO	2 Deferred Printing (by Print Mission)			
DEMO	EMPLO	X Exit (no action)			
DEMO	BANKI				
===== >>>>>>>>		COPIES 002 FORM CLASS D			
		DEST printer WTR			
		FROM PAGE 00000001 TO PAGE 00000001 RULER DEFAULT			
		PRINT MISSIONS			
		PAGEDEF FORMDEF			
		USER DEMO REPORT EMPLOYEES-MARKETING JOB JDEMO			
P PRINT	V VIEW	U UPDATE	I INSERT	A ADD INFO	E EDIT
X INDEX	N NOTE	G GIVETO	D DELETE	Q QUICK ACCESS	10.24.32

5 Press **Enter** to send the report to the specified printer for immediate printing.

The Print Option window is no longer displayed on the Active User Report List screen. The message line at the top of the screen displays the following message:

CTD947I	REPORT	<i>report name / job# / user</i>	PRINTED OK
---------	--------	----------------------------------	------------



NOTE

If you get an error message, type X in the Print Option field to exit this window, and the report will not be printed.

Restoring a Report

Suppose you want to view or print a report that had been produced a few days before, but that report no longer appears on the Active User Report list and is no longer available on disk.

During regular CONTROL-D maintenance, reports no longer actively needed are backed up to cartridge or tape before they are removed from disk and from the Active User Report list.

Backed up reports appear on the History User Report list. By using History User Report list options, they can be restored (retrieved) from cartridge or tape to disk. Once restored, they re-appear on the Active User Report list and can then be viewed and/or printed.

History User Report List

- 1 To leave the Active User Report list and enter the History User Report list, press the **END** key (**PF03/PF15**).

The entry panel is displayed. The History User Report list is Option 3.

- 2 Type **3** in the **COMMAND** or **OPTION** field, depending on the display type selected for the entry panel, and press **Enter**.

The History User Report List screen is displayed.

NOTE



Due to the special characteristics of the Online Viewing Guide's DEMO environment, the History User Report list for user DEMO contains no entries.

A hypothetical History User Report list containing entries is shown below.

Figure 63 History User Report List with Entries

```

HI STORY LI ST      <D> JOB              REP              USR DEMO              (U)
COMMAND ==>>>                SCROLL==>> CRSR

0 USER          REPORT                      ODATE        PAGES        L I N E S        STATUS
DEMO            INVENTORY REPORT           05/05/00         9          427       Backed up
DEMO            EMPLOYEES-MANAGEMENT        05/05/00         1           18       Backed up
DEMO            EMPLOYEES-MARKETI NG        05/05/00         3          131       Backed up
DEMO            EMPLOYEES-DEVELOPMEN        05/05/00         1           10       Backed up
DEMO            EMPLOYEES-PRODUCTI ON       05/05/00         3          169       Backed up
DEMO            BANKI NG REPORT             05/05/00         5          256       Backed up

===== >>>>>>>>>>>>>> B O T T O M   O F   L I S T   <<<<<<<<<<<<<< =====

OPTIO NS: R RESTORE C NO-RESTORE U UPDATE D DELETE A ADD INFO 5.15.21

```

The History User Report list and Active User Report list display the same fields, but the available options are different.

The **R** (Restore) option and the **C** (No-restore) option are the two options you will now learn.

How to Restore a Report

Shown below are the steps to follow to restore a report in the hypothetical History User Report list.



NOTE

Since there are no reports in the DEMO History User Report list, you cannot actually perform the steps indicated.

- 3** Type **R (Restore)** in the **OPTION** field of the **Employees-Marketing** report and press **Enter**.

The Restore window is displayed.

[illegible]

Field	Description
CONFIRM	Enter Y to perform a restore. Enter N to leave the Restore window without restoring.
BY RESTORE MISSION	Enter the name of the restore mission that is to perform the restore.

```

HI STORY LIST      <D> JOB                REP                USR DEMO                (U)
COMMAND ===>                                SCROLL===> CRSR

O USER          REPORT                ODATE                PAGES                LINES                STATUS
  DEMO          I NVENTORY REPORT                +-----+
  DEMO          EMPLOYEES-MANAGEMENT                | CONFIRM                : Y                |
R DEMO          EMPLOYEES-MARKETI NG <===| BY RESTORE MISSION: RST0060M |
  DEMO          EMPLOYEES-DEVELOPMEN                +-----+
  DEMO          EMPLOYEES-PRODUCTI ON 05/05/00                3                169                Backed up
  DEMO          BANKI NG REPORT        05/05/00                5                256                Backed up
===== >>>>>>>>>>>>>>>> B O T T O M      O F      L I S T      <<<<<<<<<<<<<<<< =====

OPTIONS:  R RESTORE  C NO-RESTORE  U UPDATE  D DELETE  A ADD INFO                5.15.21

```

```
HISTORY LIST      <D> JOB                REP                      USR DEMO              (U)
COMMAND ===>                                SCROLL===> CRSR
O USER          REPORT                  ODATE            PAGES           LINES             STATUS
DEMO             I NVENTORY REPORT       05/05/00           9               427              Backed up
DEMO             EMPLOYEES-MANAGEMENT     05/05/00           1               18              Backed up
DEMO             EMPLOYEES-MARKETI NG    05/05/00           3              131              Wait t Restore
DEMO             EMPLOYEES-DEVELOPMEN    05/05/00           1               10              Backed up
DEMO             EMPLOYEES-PRODUCTI ON   05/05/00           3              169              Backed up
DEMO             BANKI NG REPORT          05/05/00           5              256              Backed up

===== >>>>>>>>>>>>>>>> B O T T O M         O F        L I S T <<<<<<<<<<<<<<<<<<<<<< =====
```

OPTIONS: R RESTORE C NO-RESTORE U UPDATE D DELETE A ADD INFO

5. 15. 21

Once the restore request has finished executing, the status of the report on the History User Report list is changed to Restored, and the report also appears on the Active User Report list.

- 5 To cancel a restore request that has been transmitted but not yet processed (that is, the report status is Wait Restore), type **C** (No-Restore) in the OPTION field of the report and press **Enter**. The report status is changed to Backed Up, and the report is not restored.
- 6 Type **=X** in the COMMAND field and press **Enter** to exit this Online Viewing session.

You have now exited the CONTROL-D Online Viewing facility and returned to your regular operating environment.

Advanced Report Editing (Ruler Capabilities)

This chapter includes the following topics:

Introduction	94
Reformatting Report Columns.....	96
Cutting and Pasting.....	96
Defining the Cut	98
Defining the Paste	100
Inserting Overlay Lines.....	101
Adding Text to Overlay Lines.....	105
Exiting the Ruler.....	108
Excluding Report Lines.....	109
Using the Exclude Lines Based on Strings Screen	110
Apply on Header Field (in the Include and Exclude Screens)	113
Additional Color Screen Edits	114
Apply on Header Field (in the Color Screen)	116
Dynamic Extraction Parameters	117
Basic %L Dynamic Extraction Parameters.....	120
Other Dynamic Extraction Parameters.....	122
Deleting Header Lines.....	123
Print Rulers	125
Saving View Rulers as Print Rulers	126
Printing a Report	127
Global Rulers	128
SHOWCC and SHOWPAGE Commands	129

Introduction

In Chapter 2, you were introduced to the use of rulers in online viewing. This chapter demonstrates additional ruler capabilities. In this chapter you will:

- Observe the advantages provided by column reformatting
 - Use the Edit Report Columns screen to reformat report columns by defining a “cut and paste” operation
 - Use the Edit Report Lines and Columns screen to make your report easier to read by adding Overlay lines
 - Use the Exclude screen to exclude undesired records from your report
 - Learn to use the Apply on Header field in certain editing screens
 - Use the Color Lines Based on Strings screen to specify color and highlight attributes for the report
 - Use the Edit Report Lines and Columns screen to define Dynamic Extraction parameters that copy information from one location to another within your report
 - Delete unnecessary report lines
 - Define a Print ruler to reformat a report for printing.
 - Learn to use Global rulers
 - Learn to use SHOWCC and SHOWPAGE commands
- 1 Re-enter the Online Viewing facility and learn more about editing reports.
 - 2 Enter the CONTROL-D Online Viewing facility and display the entry panel.
 - 3 Type **DEMO** in the USER field and press **Enter**.

The Active User Report List screen is displayed.

Figure 67 Active User Report List Screen (Unedited)

[illegible]

- 4** Type **V** (View) in the **OPTION** field of the **EMPLOYEES-MARKETING** report, and press **Enter**.

The Report Viewing screen is displayed.

Figure 68 Report Viewing Screen Before Editing

CONTROL-D/V REPORT VIEWING NOTES					1	PAGE	1 OF	3
COMMAND ==>					SCROLL ==> CRSR			
USR DEMO		REP EMPLOYEES-MARKETING		JB JDEMO	04544	DT 050500	RUL DEFAULT	
1	2	3	4	5	6	7	8	
1	EMPLOYEES		REPORT		FOR MARKETING		DEPAR	
EMPLOYEE	EMPLOYEE	OFFICE	ANNUAL	SOCIAL	NO. OF	JOB CLASS		
NO.	NAME	NO.	SAL	SECURITY NO.	DEPENDENTS	CODE		
66002	A. HABER	07	31,000	213-85-8954	2			
66019	K. HARARI	16	35,500	894-58-0468	3			
66043	K. TURRO	02	29,000	595-47-4186	1			
66045	W. MAY	04	35,000	926-83-2454	4			
66047	A. FELSEN	08	27,500	987-21-4684	2			
66050	T. HUBERTY	08	27,500	334-72-9285	2			
66052	K. WOOD	08	26,000	675-72-6784	2			
66056	H. RUNDLE	08	26,000	685-21-3874	2			
66059	L. WEST	26	38,000	623-41-2719	2			
66078	N. LAMBERT	18	29,000	515-43-7447	3			
66093	J. SHARPTON	09	29,000	993-62-8172	3			
66112	K. BENNETT	04	29,000	424-34-1328	3			
66113	T. OGURA	03	28,000	796-58-6897	4			
66114	S. MCCLURE	02	37,500	834-04-0485	2			
66115	N. TRACEY	08	23,000	152-89-4859	1			
CMDS: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P n					08.16.47			



NOTE

The report is displayed using the DEFAULT ruler. When a report is requested for viewing, the report is displayed with its DEFAULT ruler if one has been defined.

Reformatting Report Columns

In Chapter 2, you used the Edit Report Columns screen to freeze columns in place so that they did not shift off the screen when you pressed the **RIGHT** or **LEFT** key.

In this chapter, you will see how to use the Edit Report Columns screen to reformat the report layout and hide fields that you do not want to see.

Cutting and Pasting

Assume that you want to see only the following fields, in the following order:

EMPLOYEE NO.	EMPLOYEE NAME	INSURANCE	OFFICE NO.	SOCIAL SECURITY NO.
--------------	---------------	-----------	------------	---------------------

The Edit Report Columns screen can be used to create a ruler that reformats the report in this way.

- 1 Press the **QUICKVIEW** key (**PF04/PF16**) to display the Report Editing screen.
- 2 Choose Option 1 (Edit Report Lines and Columns) and press **Enter** to display the Edit Report Lines and Columns screen.
- 3 As with column freezing, column reformatting requires that a model line be selected by typing **C** (Column) in the **OPTION** field.

Type **C** in the Header line as shown in the figure below, and press **Enter**.

Figure 69 Selected Fields in the Edit Report Lines and Columns Screen

----- CONTROL-D - EDIT REPORT LINES AND COLUMNS -----(U. E. 1)									
COMMAND ==>					SP CHAR		SCROLL==> CRSR		
USR DEMO	REP EMPLOYEES-MARKETING			JB JDEMO	RULER DEFAULT		TYPE VIEW		
O	-----1-----	-----2-----	-----3-----	-----4-----	-----5-----	-----6-----	-----7-----		
H 1	E M P L O Y E E S			R E P O R T	-----		FOR MARKETING		DE
C	EMPLOYEE	EMPLOYEE	OFFICE	ANNUAL	SOCIAL	NO. OF		JOB CLAS	
H	NO.	NAME	NO.	SAL	SECURI TY NO.	DEPENDENTS		CODE	
H	-----	-----	-----	-----	-----	-----		-----	
	66002	A. HABER	07	31, 000	213-85-8954	2			

The Edit Report Columns screen is displayed.

Figure 70 Edit Report Columns Screen (Previously Frozen)

```

----- CONTROL-D - EDIT REPORT COLUMNS ----- (U. E. 1. C)
COMMAND ==>                                     LINES 002 - L01
USR DEMO      REP EMPLOYEES-MARKETING  JB JDEMO      RULER DEFAULT  TYPE VIEW

THE ORIGINAL LINE
-----1-----2-----3-----4-----5-----6-----7-----
EMPLOYEE      EMPLOYEE      OFFICE  ANNUAL  SOCIAL          NO. OF      JOB CLASS

Use the following 5 lines to Cut & Paste, Color and Freeze columns
CUT   :

PASTE :

COLOR :

HILITE:

FREEZE:
FFFFFFFFFFFFFFFFFFFFFFFFFFFF
THE RESULTING LINE
-----1-----2-----3-----4-----5-----6-----7-----
EMPLOYEE      EMPLOYEE      OFFICE  ANNUAL  SOCIAL          NO. OF      JOB CLASS

TO SHIFT, PLACE CURSR ON THE DESIRED LINE AND USE PF10-LEFT, PF11-RIGHT 16.47.13

```

The freeze edits that you specified in Chapter 2 are shown. The line range displayed is 002 – L01. Line 001 is not within the displayed range because you specified different freeze edits for line 001. Because you do not want your reformatting edits to be applied to the first line, you will not change this line range.

Column reformatting is done by means of a “cut and paste” operation performed in the Cut and Paste lines. The results may be seen under “The Resulting Line.”

The first two fields in the ruler (Employee No. and Employee Name) were frozen by the Freezing Columns exercise in Chapter 2. They can be left frozen, or you can “unfreeze” them by erasing the Fs in the Freeze line. In either case, you must include these fields in the cut and paste if you want them to appear in the reformatted report.

You can now perform the cut and paste.

NOTE



When moving the cursor along the Cut and the Paste lines, you must use the **SPACEBAR**, not the **RIGHT ARROW** key.

Defining the Cut

A column range is cut by marking it under the Cut line as follows:

- Enter any alphabetic or numeric character (except **E**) in the first column of the range, to serve as an identifier of the beginning point of a range.



NOTE

Do not use the same identifier to indicate the beginning of more than one range.

- Use the **E** character to mark the end of each range by entering the letter **E (END)** in the last column of the range.
- When **Enter** is pressed after the cut line has been marked, the blank spaces within column ranges are automatically filled with dashes, for easy reading.

- 1 Press **NEWLINE** to bring the cursor to the Cut line.
- 2 Type in beginning and ending identifiers as indicated in the figure below.



NOTE

Remember to use the **SPACEBAR** and not the **RIGHT ARROW** key to move the cursor in the cut line.

Figure 71 Editing: Defining the Cut

THE ORIGINAL LINE									
----	1----	2----	3----	4----	5----	6----	7----	----	
EMPLOYEE	EMPLOYEE	OFFICE	ANNUAL	SOCIAL		NO. OF	JOB CLASS		
Use the following 5 lines to Cut & Paste, Color and Freeze columns									
CUT :									
A	EB	EC	E	D		E			
PASTE :									

- 3 Press **Enter**.

Spaces between begin and end identifiers of fields are filled with dashes.

Figure 72 Editing: Spaces Filled with Dashes

THE ORIGINAL LINE														
----	1----	2----	3----	4----	5----	6----	7----							
EMPLOYEE	EMPLOYEE	OFFICE	ANNUAL	SOCIAL		NO. OF	JOB CLASS							
Use the following 5 lines to Cut & Paste, Color and Freeze columns														
CUT :														
A-----	EB-----	EC-----	E		D-----	E								
PASTE :														

- 4** Return the cursor to the beginning of the Cut line and press the **RIGHT** key (**PF11/PF23**).

The screen shifts to the right.

- 5** Use the **SPACEBAR** to move the cursor, and fill in the beginning and ending identifiers under the INSURANCE field.

Figure 73 Inserting Begin and End Identifiers

THE ORIGINAL LINE														
8----	9----	10----	11----	12----	13----	14----	15----							
UNION	INSURANCE	SICK	VAC											
Use the following 5 lines to Cut & Paste, Color and Freeze columns														
CUT :														
	F		E											
PASTE :														

- 6** Press **Enter**.

Spaces between the beginning and ending INSURANCE identifiers are filled with dashes.

Figure 74 Begin and End Identifiers: Spaces Filled with Dashes

THE ORIGINAL LINE														
8-----	9-----	10-----	11-----	12-----	13-----	14-----	15-----							
UNION	INSURANCE	SICK	VAC											
Use the following 5 lines to Cut & Paste, Color and Freeze columns														
CUT :														
	F-----	E												
PASTE :														

- 7** Press the **LEFT** key (**PF10/PF22**) twice to shift the screen display left, to its original position.

Defining the Paste

A column range is pasted by typing its identifier in the Paste line column where you want the column range to begin.

- 1 Set the cursor in the first column of the Paste line.
- 2 Using the **SPACEBAR**, type in the identifiers as labeled below.

Figure 75 Pasting a Column Range

THE ORIGINAL LINE						
-----1-----	-----2-----	-----3-----	-----4-----	-----5-----	-----6-----	-----7-----
EMPLOYEE	EMPLOYEE	OFFICE	ANNUAL	SOCIAL	NO. OF	JOB CLASS
Use the following 5 lines to Cut & Paste, Color and Freeze columns						
CUT :						
A-----	EB-----	EC-----	E	D-----	E	
PASTE :						
A	B	F	C	D		

- 3 Press **Enter**

The changes you made appear in “The Resulting Line,” as shown below.

Figure 76 After Pasting a Column Range

THE RESULTING LINE						
-----1-----	-----2-----	-----3-----	-----4-----	-----5-----	-----6-----	-----7-----
EMPLOYEE	EMPLOYEE	INSURANCE	OFFICE	SOCIAL		

Note the following about the paste you just performed:

- The **INSURANCE** field is placed before the **OFFICE** field.
 - The positioning of the identifiers provides for blank spaces between fields.
- 4 Press the **QUICKVIEW** key (**PF04/PF16**) to display the Report Viewing screen.

Figure 77 Report Viewing Screen after Cut and Paste

----- CONTROL-D/V REPORT VIEWING NOTES 1 PAGE 1 OF 3					SCROLL ==> CRSR		
COMMAND ==>		USR DEMO REP EMPLOYEES-MARKETING		JB JDEMO 04544 DT 050500		RUL DEFAULT	
-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----8							
1		E M P L O Y E E S		R E P O R T		----- FOR MARKETING DEPAR	
EMPLOYEE		EMPLOYEE		INSURANCE		OFFICE	
NO.		NAME				SOCIAL	
						SECURI TY NO.	
-----		-----		-----		-----	
66002		A. HABER		212.00		07 213-85-8954	
66019		K. HARARI		068.00		16 894-58-0468	
66043		K. TURRO		112.00		02 595-47-4186	
66045		W. MAY		114.00		04 926-83-2454	
66047		A. FELSEN		222.00		08 987-21-4684	
66050		T. HUBERTY		222.00		08 334-72-9285	
66052		K. WOOD		292.00		08 675-72-6784	
66056		H. RUNDLE		219.00		08 685-21-3874	
66059		L. WEST		222.00		26 623-41-2719	
66078		N. LAMBERT		200.00		18 515-43-7447	
66093		J. SHARPTON		222.00		09 993-62-8172	
66112		K. BENNETT		120.00		04 424-34-1328	
66113		T. OGURA		220.00		03 796-58-6897	
66114		S. MCCLURE		220.00		02 834-04-0485	
66115		N. TRACEY		120.00		08 152-89-4859	
CMDS: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P n							08.16.47

The fields are now arranged in the desired order, and the report is now narrow enough so that you no longer need to shift to the right or left to see all the required data. By not applying your edits to line 001, you have enabled the report title to appear in its original format.

Inserting Overlay Lines

You can make the report easier to read by inserting a blank line after every five records in the report.

- 1 Press the **QUICKVIEW** key (**PF04/PF16**) to display the Edit Report Columns.
- 2 Press the **END** key (**PF03/PF15**) to display the Edit Report Lines and Columns screen.

Figure 78 Edit Report Lines and Columns Screen (Unedited)

CONTROL-D - EDIT REPORT LINES AND COLUMNS							(U. E. 1)
COMMAND ==>				SP CHAR		SCROLL==> CRSR	
USR DEMO	REP EMPLOYEES-MARKETING			JB JDEMO	RULER DEFAULT		TYPE VIEW
O	-----1-----	-----2-----	-----3-----	-----4-----	-----5-----	-----6-----	-----7-----
H 1	E M P L O Y E E S			R E P O R T	-----		FOR MARKETING DE
H	EMPLOYEE	EMPLOYEE	OFFICE	ANNUAL	SOCIAL	NO. OF	JOB CLAS
H	NO.	NAME	NO.	SAL	SECURI TY NO.	DEPENDENTS	CODE
H	-----	-----	-----	-----	-----	-----	-----
	66002	A. HABER	07	31, 000	213-85-8954	2	
	66019	K. HARARI	16	35, 500	894-58-0468	3	
	66043	K. TURRO	02	29, 000	595-47-4186	1	
	66045	W. MAY	04	35, 000	926-83-2454	4	
	66047	A. FELSEN	08	27, 500	987-21-4684	2	
	66050	T. HUBERTY	08	27, 500	334-72-9285	2	
	66052	K. WOOD	08	26, 000	675-72-6784	2	
	66056	H. RUNDLE	08	26, 000	685-21-3874	2	
	66059	L. WEST	26	38, 000	623-41-2719	2	
	66078	N. LAMBERT	18	29, 000	515-43-7447	3	
	66093	J. SHARPTON	09	29, 000	993-62-8172	3	
	66112	K. BENNETT	04	29, 000	424-34-1328	3	
	66113	T. OGURA	03	28, 000	796-58-6897	4	
	66114	S. MCCLURE	02	37, 500	834-04-0485	2	
	66115	N. TRACEY	08	23, 000	152-89-4859	1	
OPTIONS: H HEADER F FOOTER D DELETE C COLUMNS I INSERT B BEFORE							16. 46. 56

Insertion of lines in your report is performed from the Edit Report Lines and Columns screen. Specifying **I** (Insert) in the OPTION field of a report line adds a blank line just below that report line. This blank line is called an Overlay line, and has an identifying character **O** in the OPTION field.

The Edit Report Lines and Columns screen contains a copy of one full print-page (the current page) of your report. This page serves as a “model” for all pages in your report. As in the Report Viewing screen, this print page is longer than your screen display (and can be scrolled).

To display a blank line after every five records in your report, you must insert an Overlay line after every five records in the entire report page (not just the current screen display) in the Edit Report Lines and Columns screen.

- Place an **I** (Insert) in the OPTION field of every fifth record of Page 1 of the report (FELSEN, LAMBERT, TRACEY and so on).

NOTE



You must use the **DOWN** key (PF08/PF20) to scroll down each screen in Page 1. You can quickly return to the top of the page by typing **M** in the COMMAND field and pressing the **UP** key (PF07/PF19).

Figure 79 Inserting Blank Lines

----- CONTROL-D - EDIT REPORT LINES AND COLUMNS -----							(U. E. 1)
COMMAND ==>					SP CHAR	SCROLL==>	CRSR
USR DEMO		REP EMPLOYEES-MARKETING		JB JDEMO	RULER DEFAULT		TYPE VIEW
O	-----1-----	-----2-----	-----3-----	-----4-----	-----5-----	-----6-----	-----7-----
H 1	E M P L O Y E E S			R E P O R T	-----	FOR MARKETING DE	
H	EMPLOYEE	EMPLOYEE	OFFICE	ANNUAL	SOCIAL	NO. OF	JOB CLAS
H	NO.	NAME	NO.	SAL	SECURI TY NO.	DEPENDENTS	CODE
H	-----	-----	-----	-----	-----	-----	-----
	66002	A. HABER	07	31,000	213-85-8954	2	
	66019	K. HARARI	16	35,500	894-58-0468	3	
	66043	K. TURRO	02	29,000	595-47-4186	1	
	66045	W. MAY	04	35,000	926-83-2454	4	
I	66047	A. FELSEN	08	27,500	987-21-4684	2	
	66050	T. HUBERTY	08	27,500	334-72-9285	2	
	66052	K. WOOD	08	26,000	675-72-6784	2	
	66056	H. RUNDLE	08	26,000	685-21-3874	2	
	66059	L. WEST	26	38,000	623-41-2719	2	
I	66078	N. LAMBERT	18	29,000	515-43-7447	3	
	66093	J. SHARPTON	09	29,000	993-62-8172	3	
	66112	K. BENNETT	04	29,000	424-34-1328	3	
	66113	T. OGURA	03	28,000	796-58-6897	4	
	66114	S. MCCLURE	02	37,500	834-04-0485	2	
I	66115	N. TRACEY	08	23,000	152-89-4859	1	
OPTIONS: H HEADER F FOOTER D DELETE C COLUMNS I INSERT B BEFORE							16. 46. 56

- 4** Press **Enter** to complete insert requests. Overlay lines are inserted after each insert request.



NOTE

You can press **Enter** after you type each **I** or after typing **I** any number of times. Whenever you press **Enter**, blank overlay lines, marked **O**, are inserted below each line previously marked **I**, and the **I** markers are removed.

Figure 80 Effect of Inserting Blank Lines

----- CONTROL-D - EDIT REPORT LINES AND COLUMNS -----(U. E. 1)									
COMMAND ==>					SP CHAR		SCROLL==> CRSR		
USR DEMO		REP EMPLOYEES-MARKETING			JB JDEMO		RULER DEFAULT		TYPE VIEW
O -----1-----		-----2-----		-----3-----	-----4-----	-----5-----	-----6-----	-----7-----	----
H 1	E M P L O Y E E S			R E P O R T		-----	FOR MARKETING		DE
H	EMPLOYEE	EMPLOYEE	OFFICE	ANNUAL	SOCIAL	NO. OF		JOB CLAS	
H	NO.	NAME	NO.	SAL	SECURI TY NO.	DEPENDENTS		CODE	
H	-----	-----	-----	-----	-----	-----		-----	
	66002	A. HABER	07	31, 000	213-85-8954	2			
	66019	K. HARARI	16	35, 500	894-58-0468	3			
	66043	K. TURRO	02	29, 000	595-47-4186	1			
	66045	W. MAY	04	35, 000	926-83-2454	4			
	66047	A. FELSEN	08	27, 500	987-21-4684	2			
O									
	66050	T. HUBERTY	08	27, 500	334-72-9285	2			
	66052	K. WOOD	08	26, 000	675-72-6784	2			
	66056	H. RUNDLE	08	26, 000	685-21-3874	2			
	66059	L. WEST	26	38, 000	623-41-2719	2			
	66078	N. LAMBERT	18	29, 000	515-43-7447	3			
O									
	66093	J. SHARPTON	09	29, 000	993-62-8172	3			
	66112	K. BENNETT	04	29, 000	424-34-1328	3			
	66113	T. OGURA	03	28, 000	796-58-6897	4			
OPTIONS: H HEADER F FOOTER D DELETE C COLUMNS I INSERT B BEFORE									
16. 46. 56									

NOTE



If you make a mistake, you can delete unwanted overlay lines by typing **D (Delete)** in the **OPTION** field of the overlay line, and pressing **Enter**.

Overlay lines can also be inserted in the Edit Lines screen using Option **B (Before)**. Option B inserts an overlay line before the report line, whereas Option I inserts an overlay line after the report line.

5 Press the **QUICKVIEW** key (**PF04/PF16**) to display the Report Viewing screen.

The report is reformatted as shown in [Figure 81](#).

Figure 81 Reformatted Report Viewing Screen

----- CONTROL-D/V		REPORT VIEWING	NOTES	1	PAGE	1 OF	3
COMMAND ==>		SCROLL ==> CRSR					
USR DEMO		REP EMPLOYEES-MARKETING	JB JDEMO	04544	DT 050500	RUL DEFAULT	
-----1-----		-----2-----	-----3-----	-----4-----	-----5-----	-----6-----	-----7-----8
1		E M P L O Y E E S		R E P O R T	-----		
EMPLOYEE		EMPLOYEE	INSURANCE	OFFICE	SOCIAL		
NO.		NAME		NO.	SECURITY NO.		
-----		-----	-----	-----	-----		
66002		A. HABER	212.00	07	213-85-8954		
66019		K. HARARI	068.00	16	894-58-0468		
66043		K. TURRO	112.00	02	595-47-4186		
66045		W. MAY	114.00	04	926-83-2454		
66047		A. FELSEN	222.00	08	987-21-4684		
66050		T. HUBERTY	222.00	08	334-72-9285		
66052		K. WOOD	292.00	08	675-72-6784		
66056		H. RUNDLE	219.00	08	685-21-3874		
66059		L. WEST	222.00	26	623-41-2719		
66078		N. LAMBERT	200.00	18	515-43-7447		
66093		J. SHARPTON	222.00	09	993-62-8172		
66112		K. BENNETT	120.00	04	424-34-1328		
66113		T. OGURA	220.00	03	796-58-6897		
CMDS: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P n							08.16.47

6 Type **N** in the COMMAND field and press **Enter** to view the next report page.

Page 2 of the report also contains blank lines.

7 Press the **DOWN** key (**PF08/PF20**).

Blank lines are displayed as you scroll down the report.

8 Type **M (Max)** in the COMMAND field and press the **UP** key (**PF07/PF19**) to display the top of the report.

Adding Text to Overlay Lines

Text can be typed in overlay lines in the Edit Report Lines and Columns screen. Any text typed in an overlay line appears in the line inserted in the report.

In this exercise you will return to the Edit Report Lines and Columns screen and type dots in the overlay lines so that records are separated by a dotted line instead of a blank line.

1 Press the **QUICKVIEW** key (**PF04/PF16**) to display the Edit Report Lines and Columns screen.

2 Set the cursor in the first column of the overlay line under Felsen's record.

Figure 82 Edit Report Lines and Columns Screen with Blank Lines

	66045	W. MAY	04	35, 000	926-83-2454	4
	66047	A. FELSEN	08	27, 500	987-21-4684	2
0	66050	T. HUBERTY	08	27, 500	334-72-9285	2
	66052	K. WOOD	08	26, 000	675-72-6784	2

3 Use the period character (.) to type dots in the Overlay line from column 1 through column 109 (the length of your report data).

NOTE

Use the **RIGHT** key (PF11/PF23) to shift the display right.



Figure 83 Filling Blank Lines in Edit Report Lines and Columns Screen

	156. 00	114. 00	01	06
	154. 00	222. 00	01	07
0			
	157. 00	222. 00	01	07
	158. 00	292. 00	01	07

- 4 Press the **LEFT** key (PF10/PF22) twice to shift the display back to its original position.
- 5 Set the cursor in the first column of the Overlay line under Lambert's record. Fill in the Overlay line with dots (as you did in the first Overlay line).

Figure 84 Repeating Blank Line Filling Operation

	66059	L. WEST	26	38, 000	623-41-2719	2
	66078	N. LAMBERT	18	29, 000	515-43-7447	3
0	66093	J. SHARPTON	09	29, 000	993-62-8172	3
	66112	K. BENNETT	04	29, 000	424-34-1328	3

6 Press the **LEFT** key (PF10/PF22) twice to shift the display back to its original position.

The screen looks as illustrated in [Figure 85](#).

Figure 85 Effect of Inserting and Filling Blank Lines

----- CONTROL-D - EDIT REPORT LINES AND COLUMNS -----							(U. E. 1)
COMMAND ==>					SP CHAR	SCROLL==>	CRSR
USR DEMO	REP EMPLOYEES-MARKETING			JB JDEMO	RULER DEFAULT	TYPE VIEW	
O	-----1-----	-----2-----	-----3-----	-----4-----	-----5-----	-----6-----	-----7-----
H 1	E M P L O Y E E S			R E P O R T	-----	FOR MARKETING DE	
H	EMPLOYEE	EMPLOYEE	OFFICE	ANNUAL	SOCIAL	NO. OF	JOB CLAS
H	NO.	NAME	NO.	SAL	SECURI TY NO.	DEPENDENTS	CODE
H	-----	-----	-----	-----	-----	-----	-----
	66002	A. HABER	07	31,000	213-85-8954	2	
	66019	K. HARARI	16	35,500	894-58-0468	3	
	66043	K. TURRO	02	29,000	595-47-4186	1	
	66045	W. MAY	04	35,000	926-83-2454	4	
	66047	A. FELSEN	08	27,500	987-21-4684	2	
O						
	66050	T. HUBERTY	08	27,500	334-72-9285	2	
	66052	K. WOOD	08	26,000	675-72-6784	2	
	66056	H. RUNDLE	08	26,000	685-21-3874	2	
	66059	L. WEST	26	38,000	623-41-2719	2	
	66078	N. LAMBERT	18	29,000	515-43-7447	3	
O						
	66093	J. SHARPTON	09	29,000	993-62-8172	3	
	66112	K. BENNETT	04	29,000	424-34-1328	3	
	66113	T. OGURA	03	28,000	796-58-6897	4	
OPTIONS: H HEADER F FOOTER D DELETE C COLUMNS I INSERT B BEFORE							16. 46. 56

NOTE

For purposes of this guide, you only filled in two Overlay lines with dots. In normal practice, if you want dotted lines between every five records, you must add dots to all the Overlay lines.

- Press the **QUICKVIEW** key (**PF04/PF16**) to display the Report Viewing screen, where the results of the edits can be seen.

Figure 86 Report Viewing Screen after Editing

----- CONTROL-D/V REPORT VIEWING NOTES					1	PAGE	1 OF	3
COMMAND ==>					SCROLL ==> CRSR			
USR DEMO		REP EMPLOYEES-MARKETING		JB JDEMO	04544	DT 050500	RUL DEFAULT	
-----1-----	-----2-----	-----3-----	-----4-----	-----5-----	-----6-----	-----7-----	-----8	
1	E M P L O Y E E S		R E P O R T	-----	FOR MARKETING		DEPAR	
EMPLOYEE	EMPLOYEE	INSURANCE	OFFICE	SOCIAL				
NO.	NAME		NO.	SECURITY NO.				
-----	-----	-----	-----	-----				
66002	A. HABER	212. 00	07	213-85-8954				
66019	K. HARARI	068. 00	16	894-58-0468				
66043	K. TURRO	112. 00	02	595-47-4186				
66045	W. MAY	114. 00	04	926-83-2454				
66047	A. FELSEN	222. 00	08	987-21-4684				
.....				
66050	T. HUBERTY	222. 00	08	334-72-9285				
66052	K. WOOD	292. 00	08	675-72-6784				
66056	H. RUNDLE	219. 00	08	685-21-3874				
66059	L. WEST	222. 00	26	623-41-2719				
66078	N. LAMBERT	200. 00	18	515-43-7447				
.....				
66093	J. SHARPTON	222. 00	09	993-62-8172				
66112	K. BENNETT	120. 00	04	424-34-1328				
66113	T. OGURA	220. 00	03	796-58-6897				
CMD5: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P n								08.16.47

By typing dots in only the first two overlay lines in the Edit Report Lines and Columns screen, you actually added dots to the sixth line and the eleventh line of any report page. Therefore, the dotted lines will appear whenever you display the first screen of any report page in the Report Viewing screen, presuming the same ruler is applied.

As noted earlier, to display dotted lines in the remaining screens of each report page, you must add dots to the remaining overlay lines in the Edit Report Lines and Columns screen.

Exiting the Ruler

Follow these steps to name the ruler INSUR1 and save it for future use.

- 1 Press the **QUICKVIEW** key (**PF04/PF16**) to display the Edit Report Lines and Columns screen.
- 2 Press the **END** key (**PF03/PF15**)to display the Report Editing screen.
- 3 Press the **END** key (**PF03/PF15**) again to display the Exit option window.
- 4 Fill in the Exit option window as shown below and press **Enter**.

Figure 87 Saving Ruler INSUR1

----- CONTROL-D - REPORT EDITING -----(U. E)	
COMMAND/OPT ==>	
USER DEMO	REPORT EMPLOYEES-MAR
	PLEASE SELECT EXIT OPTION
RULER NAME ==> DEFAULT	Exit option ==> 3
RULER TYPE ==> VIEW	
REPORT NAME ==>	1 KEEP ruler active
JOB NAME ==>	2 CLEAR (no ruler)
USER NAME ==>	3 SAVE ruler as:
	Ruler name ==> INSUR1
	Ruler type ==> VIEW
1 EDIT report lines and columns	
2 INCLUDE lines based on strings	
3 EXCLUDE lines based on strings	
4 COLOR lines based on strings	

PLEASE SELECT OPTION, OR PRESS PF3 TO SAVE/EXIT THE RULER	
16.51.06	

The Report Viewing screen is displayed using ruler INSUR1.

Excluding Report Lines

For this exercise, you will switch reports, using the following steps.

- 1 Press the **END** key (**PF03/PF15**) to display the Active User Report list.
- 2 Type **V (View)** in the **OPTION** field of the **INVENTORY** report and press **Enter** to display the Inventory report in the Report Viewing screen.

Figure 88 Active User Report List Viewing Screen (Unedited)

----- CONTROL-D/V REPORT VIEWING		NOTES	0	PAGE	1 OF	9
COMMAND ==>		SCROLL ==> CRSR				
USR DEMO	REP INVENTORY REPORT	JB JDEMO	04544	DT 050500	RUL	
-----1-----2-----3-----4-----5-----6-----7-----8						
1DATE: 05.05.00						
UPDATE: 05.05.00						
INVENTORY REPORT						

WAREHOUSE NO: 1001		DEPARTMENT: 100 - FINAL ASSEMBLY SHOP				
----		-----				
ITEM NO.	DESCRIPTION	SHELF LIFE	QNTY UNIT	QNTY AVAIL	QNTY ORDER	QNTY IN PROCESS
-----	-----	-----	-----	-----	-----	-----
1233-781-21	RI VET D. 0.1 ACR	NONE	KG	100.00	250.00	
1233-781-25	RI VET D. 0.5 ACR	NONE	KG	500.00	500.00	
1233-781-27	RI VET D. 0.7 ACR	NONE	KG	100.00	100.00	
1234-781-21	RI VET D. 0.1 ACP	NONE	KG	100.00		
CMDS: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P n						11.41.08

Note that one of the Inventory report fields indicates the quantity of stock on order.

Using the Exclude Lines Based on Strings Screen

To see report information for only those items that are on order, the report may be edited using either the Include screen or the Exclude screen. In this exercise, you will use the Exclude Lines Based on Strings screen.

- 1 Press the **QUICKVIEW** key (**PF04/PF16**) to display the Report Editing screen.

Figure 89 Report Editing Screen before Editing

----- CONTROL-D - REPORT EDITING		----- (U. E)
COMMAND/OPT ==>		
USER DEMO	REPORT INVENTORY REPORT	JOB JDEMO
RULER NAME	==>	Name or blank for default ruler
RULER TYPE	==> VIEW	View or Print
REPORT NAME	==>	To copy a ruler - full report name
JOB NAME	==>	To copy a ruler - full job name
USER NAME	==>	To copy a ruler - full user name
1	EDIT	report lines and columns

- 2 Choose Option 1 and press **Enter** to display the Edit Report Lines and Columns screen.

3 Fill in Hs next to the header lines (as shown below).

Figure 90 Fixing Header Lines

```

----- CONTROL-D - EDIT REPORT LINES AND COLUMNS -----(U. E. 1)
COMMAND ==>
USR DEMO      REP INVENTORY REPORT      JB JDEMO      RULER DEFAULT  TYPE VIEW
O ---+---1---+---2---+---3---+---4---+---5---+---6---+---7---+---
H 1DATE:    05.05.00
H  UPDATE:  05.05.00
H
H                                INVENTORY REPORT
H                                -----
H  WAREHOUSE NO: 1001      DEPARTMENT:  100 - FINAL ASSEMBLY SHOP
H                                -----
H
H                                SHELF  QNTY  QNTY      QNTY      QNTY
H  ITEM NO.      DESCRI PTION      LI FE  UNIT  AVAIL  ORDER      PROC
H -----

```

4 Press the **END** key (**PF03/PF15**) to exit the Edit Report Lines and Columns screen and display the Report Editing screen.

Figure 91 Report Editing Screen

```

----- CONTROL-D - REPORT EDITING -----(U. E)
COMMAND/OPT ==> 3
USER DEMO      REPORT INVENTORY REPORT      JOB JDEMO

RULER NAME ==>                               Name or blank for default ruler
RULER TYPE ==> VIEW                           View or Print
REPORT NAME ==>                               To copy a ruler - full report name
JOB NAME ==>                                  To copy a ruler - full job name
USER NAME ==>                                 To copy a ruler - full user name

1  EDIT      report lines and columns
2  INCLUDE   lines based on strings
3  EXCLUDE   lines based on strings
4  COLOR     lines based on strings

PLEASE  SELECT OPTION, OR PRESS PF3 TO SAVE/EXIT THE RULER      16.46.36

```

5 Choose Option **3** (the **EXCLUDE** option) and press **Enter** to display the Exclude Lines Based on Strings screen.

Figure 92 Exclude Lines Based on Strings Screen

----- CONTROL-D - EXCLUDE LINES BASED ON STRINGS -----			----- (U. E. 3)		
COMMAND ==>			Apply on header N		
STR	COL	LINE	-		
STR	COL	LINE	-		
STR	COL	LINE	-		
STR	COL	LINE	-		
STR	COL	LINE	-		
STR	COL	LINE	-		
STR	COL	LINE	-		
STR	COL	LINE	-		
STR	COL	LINE	-		
STR	COL	LINE	-		
STR	COL	LINE	-		
STR	COL	LINE	-		
STR	COL	LINE	-		
STR	COL	LINE	-		
STR	COL	LINE	-		
STR	COL	LINE	-		
STR	COL	LINE	-		
STR	COL	LINE	-		
PLEASE FILL IN THE SELECTION STRINGS			08. 20. 09		

The Exclude Lines Based on Strings screen excludes from a report those records that meet any of the string selection criteria.

This screen is similar to the Include Lines Based on Strings screen except that it does not contain fields for color and highlights. These fields are unnecessary in the Exclude screen because records meeting string selection criteria do not appear in the report.

- 6 You will now edit the report to exclude all records showing no items on order in the Quantity on Order field (a blank in column 69). A completely blank string is indicated by enclosing the blanks within apostrophes (for example, ' ').

Fill in the first string line of the Exclude screen as shown below.

Figure 93 Completing the Exclude Screen

----- CONTROL-D - EXCLUDE LINES BASED ON STRINGS -----			----- (U. E. 3)		
COMMAND ==>			Apply on header N		
STR ' '	COL 069 - 069	LINE	-		
STR	COL	LINE	-		
STR	COL	LINE	-		
PLEASE FILL IN THE SELECTION STRINGS			08. 20. 09		

Apply on Header Field (in the Include and Exclude Screens)

Before checking the results of your edits, look at the Apply on header field.

Figure 94 Apply on Header Field in the Exclude Screen

----- CONTROL-D - EXCLUDE LINES BASED ON STRINGS -----				(U. E. 3)
COMMAND	===>			Apply on header N
STR	' '	COL 069 - 069	LINE	-
STR		COL	LINE	-
STR		COL	LINE	-

The Apply on header field has a default value of N. This field also appears on the Include screen.

In the Include and the Exclude screens, the Apply on Header field determines whether the specified include and exclude string criteria are applied to the header lines.

- If you specify **Y (Yes)** on the Exclude screen, a header line is excluded if it contains even one of the specified Exclude values.
- If you specify **Y (Yes)** on the Include screen, a header line is included only if it contains at least one of the specified Include values.

In most cases, you do not want to apply the criteria to a header line. Therefore, the default is **N (No)**.

- 7** Press the **QUICKVIEW** key (**PF04/PF16**) to display the Report Viewing screen and check the results of the edits.

Figure 95 Report Viewing Screen after Editing

----- CONTROL-D/V REPORT VIEWING				NOTES	0	PAGE	1 OF	9
COMMAND ==>				SCROLL ==> CRSR				
USR DEMO		REP INVENTORY REPORT		JB JDEMO		04544 DT 050500 RUL DEFAULT		
-----1-----	-----2-----	-----3-----	-----4-----	-----5-----	-----6-----	-----7-----	-----8	
1DATE: 05.05.00								
UPDATE: 05.05.00								
INVENTORY REPORT								

WAREHOUSE NO: 1001			DEPARTMENT: 100 - FINAL ASSEMBLY SHOP					
-----			-----					
ITEM NO.	DESCRIPTION			SHELF LIFE	QNTY UNIT	QNTY AVAIL	QNTY ORDER	QNTY IN PROCESS
-----	-----			-----	-----	-----	-----	-----
1233-781-21	RIVET D. 0.1 ACR			NONE	KG	100.00	250.00	
1233-781-25	RIVET D. 0.5 ACR			NONE	KG	500.00	500.00	
1233-781-27	RIVET D. 0.7 ACR			NONE	KG	100.00	100.00	
2200-700-22	RUBBER RING D. 2.2			1 MON	EA	10.00	10.00	
2200-700-27	RUBBER RING D. 2.7			1 MON	EA	15.00	5.00	
2201-750-00	MAIN WHEEL			8 MON	EA	85.00	15.00	
2201-751-00	NOSE WHEEL			8 MON	EA	40.00	10.00	
2201-800-22	METAL O RING 2.2			NONE	EA	20.00	30.00	
CMDS: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P n						11.41.08		

By eliminating report lines that do not have a value in the Qnty Order field, you have eliminated blank lines as well.

If your ruler contains both Include and Exclude edits, the Include edits are performed first and the Exclude edits are performed afterward. Therefore, records that match both Include and Exclude criteria are excluded from the report.

NOTE



If you are not using a color monitor, you can skip the next exercise, "Additional Color Screen Edits," and proceed directly to "Dynamic Extraction Parameters."

Additional Color Screen Edits

If you are working in the Report Viewing screen, press **PF04/PF16** to return to the Exclude Lines Based on Strings screen.

- 1 Press the **END** key (**PF03/PF15**) to display the Report Editing screen, in order to return to the Color Lines Based on Strings screen and perform more edits.
- 2 Choose Option **4** and press **Enter** to display the Color Lines Based on Strings screen.

Figure 96 Color Lines Based on Strings Screen

CONTROL-D - COLOR LINES BASED ON STRINGS									
COMMAND ==>>							(U. E. 4) Apply on header N		
ON STR						COL	-	LINE	-
COLOR	H I L I T E	ON: S T R I N G	or	L I N E	or	COL	-	LINE	-
ON STR						COL	-	LINE	-
COLOR	H I L I T E	ON: S T R I N G	or	L I N E	or	COL	-	LINE	-
ON STR						COL	-	LINE	-
COLOR	H I L I T E	ON: S T R I N G	or	L I N E	or	COL	-	LINE	-
ON STR						COL	-	LINE	-
COLOR	H I L I T E	ON: S T R I N G	or	L I N E	or	COL	-	LINE	-
ON STR						COL	-	LINE	-
COLOR	H I L I T E	ON: S T R I N G	or	L I N E	or	COL	-	LINE	-
ON STR						COL	-	LINE	-
COLOR	H I L I T E	ON: S T R I N G	or	L I N E	or	COL	-	LINE	-
ON STR						COL	-	LINE	-
COLOR	H I L I T E	ON: S T R I N G	or	L I N E	or	COL	-	LINE	-
ON STR						COL	-	LINE	-
COLOR	H I L I T E	ON: S T R I N G	or	L I N E	or	COL	-	LINE	-
ON STR						COL	-	LINE	-
COLOR	H I L I T E	ON: S T R I N G	or	L I N E	or	COL	-	LINE	-
ON STR						COL	-	LINE	-
COLOR	H I L I T E	ON: S T R I N G	or	L I N E	or	COL	-	LINE	-
PLEASE FILL IN THE	SELECTION STRINGS								16, 52, 18

In Chapter 2 of this guide, you learned that the Color Lines Based on Strings screen gives you the option of applying colors and highlights to the specified string, to the entire line, or to a “block” (a specified column and line range).

This exercise shows you how to apply the following color characteristics:

- For all records whose Quantity Available is 15 or less, color the entire line red.
- Color all other lines yellow.
- If SHELF LIFE is one month, color the field green.
- If SHELF LIFE is over one month, color the field blue.

When multiple ON STR criteria apply to a record, colors are applied in the order the definitions appear on the screen (that is, later color characteristics override earlier ones). Therefore, the order in which ON STR criteria are specified is significant.

3 Fill in the Color Lines Based on Strings screen as illustrated in the following figure:

Figure 97 Completing the Color Lines Based on Strings Screen

-----	CONTROL-D -	COLOR LINES BASED ON STRINGS	-----	(U. E. 4)
COMMAND ===>				Apply on header N
ON STR .GE. 0			COL 002 - 002	LINE -
COLOR Y HI LI TE	ON: STRING	or LINE Y or	COL -	LINE -
ON STR .LE. 15			COL 053 - 055	LINE -
COLOR R HI LI TE	ON: STRING	or LINE Y or	COL -	LINE -
ON STR .NE. N			COL 037 - 037	LINE -
COLOR B HI LI TE	ON: STRING	or LINE or	COL 037 - 041	LINE -
ON STR 1			COL 037 - 037	LINE -
COLOR G HI LI TE	ON: STRING	or LINE or	COL 037 - 041	LINE -
ON STR			COL -	LINE -

These settings produce the following colors:

- First, all lines are colored yellow. Since every item has a numeric ITEM NO., yellow is requested by searching for any numeric digit in column 2 – the first ITEM NO. column.
- Next, the color of a line is changed to red where appropriate. Note: An embedded space in .LE. 15 ensures that the line is not colored red for values of 100 or more (for example, 115).
- Next, all SHELF LIFE fields with a value other than N in Col. 37 are colored blue.
- Finally, SHELF LIFE fields with a value of 1 month (1 in Col. 37 and blank in Col. 38) are colored green.

Apply on Header Field (in the Color Screen)

Before checking the results of these edits, note the Apply on header field, which has a default value of N (No).

Figure 98 Apply on Header Field in the Color Screen

-----	CONTROL-D -	COLOR LINES BASED ON STRINGS	-----	(U. E. 4)
COMMAND ===>				Apply on header N
ON STR .GE. 0			COL 002 - 002	LINE -
COLOR Y HI LI TE	ON: STRING	or LINE Y or	COL -	LINE -

In the Color Lines Based on Strings screen, this field determines whether to apply the specified color criteria if the string is found in the report Header lines.

You can now check the results of the edits.

- 4 Press the **QUICKVIEW** key (**PF04/PF16**) to display the report in the Report Viewing screen, so you can check the results of the edit.

Figure 99 Report Viewing Screen after Color Editing

----- CONTROL-D/V REPORT VIEWING NOTES				0	PAGE	1 OF	9
COMMAND ==>				SCROLL ==> CRSR			
USR DEMO	REP INVENTORY REPORT		JB JDEMO	04544 DT 050500	RUL	DEFAULT	
-----1-----	-----2-----	-----3-----	-----4-----	-----5-----	-----6-----	-----7-----	-----8
1DATE: 05.05.00							
UPDATE: 05.05.00							
INVENTORY REPORT							

WAREHOUSE NO: 1001		DEPARTMENT: 100 - FINAL ASSEMBLY SHOP					
----		-----					
ITEM NO.	DESCRIPTION	SHELF LIFE	QNTY UNIT	QNTY AVAIL	QNTY ORDER	QNTY IN PROCESS	
-----	-----	-----	-----	-----	-----	-----	
1233-781-21	RIVET D. 0.1 ACR	NONE	KG	100.00	250.00		
1233-781-25	RIVET D. 0.5 ACR	NONE	KG	500.00	500.00		
1233-781-27	RIVET D. 0.7 ACR	NONE	KG	100.00	100.00		
2200-700-22	RUBBER RING D. 2.2	1 MON	EA	10.00	10.00		
2200-700-27	RUBBER RING D. 2.7	1 MON	EA	15.00	5.00		
2201-750-00	MAIN WHEEL	8 MON	EA	85.00	15.00		
2201-751-00	NOSE WHEEL	8 MON	EA	40.00	10.00		
2201-800-22	METAL O RING 2.2	NONE	EA	20.00	30.00		
CMDS: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P n						11.41.08	

All report data is colored yellow, except the data indicated above.

Dynamic Extraction Parameters

Headers designed for print reports often do not allow you to view more than a few lines of data online when viewing the report online.

For example, since the headers of the current report occupy eleven lines, only eight lines of data can be displayed in each screen. Condensing information from many Header lines into one line would help solve this problem.

Figure 100 Report Viewing Screen before Condensing Header Lines

----- CONTROL-D/V REPORT VIEWING		NOTES	0	PAGE	1 OF	9
COMMAND ==>		SCROLL ==> CRSR				
USR DEMO	REP INVENTORY REPORT	JB JDEMO	04544	DT 050500	RUL DEFAULT	
-----1-----	-----2-----	-----3-----	-----4-----	-----5-----	-----6-----	-----7-----8
1DATE: 03.05.00						
UPDATE: 03.05.00						
INVENTORY REPORT						

WAREHOUSE NO: 1001		DEPARTMENT: 100 - FINAL ASSEMBLY SHOP				
ITEM NO.	DESCRIPTION	SHELF	QNTY	QNTY	QNTY	QNTY IN
-----	-----	LI FE	UNI T	AVAI L	ORDER	PROCESS
1233-781-21	RI VET D. 0. 1 ACR	NONE	KG	100.00	250.00	-----
1233-781-25	RI VET D. 0. 5 ACR	NONE	KG	500.00	500.00	
1233-781-27	RI VET D. 0. 7 ACR	NONE	KG	100.00	100.00	
2200-700-22	RUBBER RING D. 2. 2	1 MON	EA	10.00	10.00	
CMDS: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P n		11.41.08				

You have already seen that overlay lines can be used to insert lines of text in the report. If header line information never changes, you can type header information in a single overlay line, as follows:

INVENTORY REPORT -	WRHS: 1001	DEPT: 100	DTE: 05.05.00	UPD: 05.05.00
--------------------	------------	-----------	---------------	---------------

You can then delete the unnecessary header lines.

However, header line information is usually dynamic (that is, it does change). For example, the Department number (in the header line) may be 100 on report page 1, and 101 on report page 2. In this case, typing fixed text in an overlay line in the Edit Report Lines and Columns screen is not sufficient.

Special dynamic extraction parameters can be defined in the overlay line to extract variable information from specified report lines. When the overlay lines are inserted into the report display, the extracted information appears in place of the parameters (for example, 100 on page 1 and 101 on page 2).

The following steps will return you to the Edit Report Lines and Columns screen, where you can define dynamic extraction parameters to condense our header line information.

- 1 Press the **QUICKVIEW** key (**PF04/PF16**) to display the Color Lines Based on Strings screen.
- 2 Press the **END** key (**PF03/PF15**) to display the Report Editing screen.

- 3 Choose Option 1 and press **Enter** to display the Edit Report Lines and Columns screen.
- 4 Dynamic Extraction parameters require a special identifying character (of your choice) that you specify in the SP CHAR field on the command line of the Edit Report Lines and Columns screen. For this exercise, you will use the % character for the identifying character.

Type % in the SP CHAR field and press **Enter**.

Figure 101 Use of the % Character in SP CHAR Field

----- CONTROL-D - EDIT REPORT LINES AND COLUMNS -----(U. E. 1)						
COMMAND ==>			SP CHAR % SCROLL==> CRSR			
USR DEMO	REP INVENTORY REPORT	JB JDEMO	RULER DEFAULT	TYPE VIEW		
O	1	2	3	4	5	6
H	1DATE: 05.05.00					
H	UPDATE: 05.05.00					
H						
H						
H						
H	WAREHOUSE NO: 1001	DEPARTMENT: 100	-	FINAL ASSEMBLY SHOP		
I						
H						
H						
H						
H	ITEM NO.	DESCRIPTION	SHELF LIFE	QNTY UNIT	QNTY AVAIL	QNTY ORDER
H						
H						
	1233-781-21	RIVET D. 0.1 ACR	NONE	KG	100.00	250.00

- 5 Type **I** (Insert) in the OPTION field of the line containing the warehouse and department number underlines (as shown in below) and press **Enter**. This will insert an overlay line in which you can define the dynamic extraction parameters.

Figure 102 Inserting a Line for Dynamic Extraction Parameters

----- CONTROL-D - EDIT REPORT LINES AND COLUMNS -----(U. E. 1)						
COMMAND ==>			SP CHAR % SCROLL==> CRSR			
USR DEMO	REP INVENTORY REPORT	JB JDEMO	RULER DEFAULT	TYPE VIEW		
O	1	2	3	4	5	6
H	1DATE: 05.05.00					
H	UPDATE: 05.05.00					
H						
H						
H						
H	WAREHOUSE NO: 1001	DEPARTMENT: 100	-	FINAL ASSEMBLY SHOP		
I						
H						
H						
H						
H	ITEM NO.	DESCRIPTION	SHELF LIFE	QNTY UNIT	QNTY AVAIL	QNTY ORDER
H						
H						
H						

An overlay line is inserted below the line containing the underlines.

Figure 103 Overlay Line Inserted

H	WAREHOUSE NO:	1001	DEPARTMENT:	100	-	FINAL ASSEMBLY SHOP		
H		----		-----		-----		
O								
H								
H								
H	ITEM NO.	DESCRIPTION	SHELF	QNTY	QNTY	QNTY	QNTY	
H			LIFE	UNIT	AVAIL	ORDER	PROC	
H	-----	-----	----	----	-----	-----	----	

Dynamic extraction parameters determine what report data are to be extracted from the report as originally formatted. Column placement of these parameters in the overlay lines determines where the data will appear in the inserted report lines when the report is reformatted.

Basic %L Dynamic Extraction Parameters

The basic dynamic extraction parameter format is

`%LlnCcn %`

where

- `%` represents the Special Character symbol specified in the **SP CHAR** field. This symbol appears at the beginning and end of the parameter.

NOTE

For this exercise, you are using the `%` character as the actual Special Character symbol, but it can be a symbol of your choice other than `%`.

- `Lln` specifies the report line from which you want to extract the string. `ln` represents the line number.
- `Ccn` specifies the first column of the string that you want to extract. `cn` represents the column number.

The ending `%` symbol may be placed any distance from the rest of the parameter. The number of columns from the beginning `%` symbol through the ending `%` symbol of a dynamic extraction parameter defines the number of columns extracted from the header line.

The first character of the extracted information appears in the same column number containing the beginning `%` symbol in the parameter.

For example, the dynamic extraction parameter format `DTE: %L1C10 %` resolves as follows:

- The special character is %.
- The extract is taken from the 1st report line, beginning with the 10th character.
- The length of the extract is 8 columns (the column range of the beginning % and ending % is 8).
- If the value beginning with the 10th character of the 1st report line is 05.05.00, the overlay line inserted in the report displays:
DTE: 05. 05. 00

Dynamic extraction parameters for this exercise can now be defined in the overlay line.

6 Fill in the overlay line as follows (using the column numbering line as a guide).

Figure 104 Filling the Overlay Line

0	-----1-----2-----3-----4-----5-----6-----7-----
H	-----
O	I N V E N T O R Y R E P O R T - W R H S : % L 6 C 1 6 % D E P T : % L 6 C 3 8 % D T E : % L 1 C 1 0 % U P D : % L 2 C 1 0 %
H	
H	S H E L F Q N T Y Q N T Y Q N T Y Q N T Y

The dynamic extraction parameters you filled in produce the results described in the following table:

Table 10 Example Dynamic Extraction Parameters

Parameter	Description
%L6C16%	Copies the value beginning on Line 6, Column 16. The copied string is the length of the parameter from the beginning % to the ending % (7 characters).
%L6C38%	Copies the value beginning on Line 6, Column 38. The copied string is 7 characters in length.
%L1C10 %	Copies the value beginning on Line 1, Column 10. The copied string is 8 characters in length.
%L2C10 %	Copies the value beginning on Line 2, Column 10. The copied string is 8 characters in length.

7 Press the **QUICKVIEW** key (**PF04/PF16**) to display the Report Viewing screen, including the inserted line.

Figure 105 Report Viewing Screen with Overlay Line

----- CONTROL-D/V REPORT VIEWING		NOTES	0	PAGE	1 OF	9
COMMAND ==>		SCROLL ==> CRSR				
USR DEMO	REP I NVENTORY REPORT	JB JDEMO	04544	DT 050500	RUL DEFAULT	
-----1-----	-----2-----	-----3-----	-----4-----	-----5-----	-----6-----	-----7-----8
1DATE: 05.05.00						
UPDATE: 05.05.00						
I NVENTORY REPORT						

WAREHOUSE NO: 1001		DEPARTMENT: 100 - FINAL ASSEMBLY SHOP				

I NVENTORY REPORT - WRHS: 1001		DEPT: 100		DTE: 05.05.00		UPD: 05.05.00
I T E M N O.	D E S C R I P T I O N	S H E L F L I F E	Q N T Y U N I T	Q N T Y A V A I L	Q N T Y O R D E R	Q N T Y I N P R O C E S S
-----	-----	-----	-----	-----	-----	-----
1233-781-21	RI V E T D. 0.1 ACR	NONE	KG	100.00	250.00	
1233-781-25	RI V E T D. 0.5 ACR	NONE	KG	500.00	500.00	
1233-781-27	RI V E T D. 0.7 ACR	NONE	KG	100.00	100.00	
2200-700-22	RUBBER RING D. 2.2	1 MON	EA	10.00	10.00	
CMDS: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P n		11.41.08				

All the desired header line information has been condensed into one line.

Other Dynamic Extraction Parameters

P1 - Extracting Values from the Current Page

There is another dynamic extraction parameter, with the format `%P1LnCn %`.

Unlike `%LlnCcn %`, which always extracts the value from the current page, this parameter contains the symbol `P1`, which always extracts the value from the first page.

This parameter is useful when a header field or string only appears on the first page of a report, but you want to see it on every screen on every page.

For example, assume that the `DATE` field appears only on the first page of a report but you want its value to appear in the overlay line on every page of the report.

The `DATE` Dynamic Extraction parameter would then be defined as:

<code>%P1L1C10%</code>

In this case, the overlay line in the ruler looks as follows (the change is bolded below for clarity).

Figure 106 Overlay Line in the Ruler

0	----	1	----	2	----	3	----	4	----	5	----	6	----	7	----
0	INVENTORY REPORT - WRHS: %L6C16% DEPT: %L6C38% DTE: %P1L1C10% UPD: %P1L2C10%														



NOTE

To use this format, you must enter the ruler Report Editing screen from the first report page in the Report Viewing screen. If you do not enter the ruler from the first page of the report (that is, if you scrolled down to a subsequent report page before editing the ruler), the dynamic extraction parameter will be blank.

Counting Lines from the Bottom of the Page

Another variation in the two dynamic extraction parameter formats is available. Normally, the line number (*Lln*) is counted from the top of the page. But if you want to count lines from the bottom of the page, you can format the line number in the parameter as:

LL/n (Last Line number).

The above parameters would then be formatted as:

%LL/nCcn % and %P1LL/nCcn %

where *LLn* identifies the number of lines from the last line of the page.

Deleting Header Lines

Header line information was condensed by means of dynamic extraction parameters to allow deletion of a large number of header lines.

- 1 Press the **QUICKVIEW** key (**PF04/PF16**) to display the Edit Report Lines and Columns screen, where you can delete the unnecessary Header lines.

Note the D (Delete) option at the bottom of the screen.

- 2 Type **D** (Delete) in the Header lines as shown below and then press **Enter**.

Figure 107 Deleting Unnecessary Header Lines

----- CONTROL-D - EDIT REPORT LINES AND COLUMNS -----(U. E. 1)									
COMMAND ==>					SP CHAR % SCROLL==> CRSR				
USR DEMO		REP INVENTORY REPORT			JB JDEMO		RULER DEFAULT		TYPE VIEW
O	-----1-----	-----2-----	-----3-----	-----4-----	-----5-----	-----6-----	-----7-----		
D	1DATE: 05.05.00								
D	UPDATE: 05.05.00								
D	INVENTORY REPORT								
D	-----								
D									
D	WAREHOUSE NO: 1001 DEPARTMENT: 100 - FINAL ASSEMBLY SHOP								
D	-----								
O	INVENTORY REPORT - WRHS: %L6C16% DEPT: %L6C38% DTE: %L1C10 % UPD: %L2C10 %								
H									
H				SHELF	QNTY	QNTY	QNTY	QNTY	
H	ITEM NO.		DESCRI PTION		LIFE	UNIT	AVAIL	ORDER	PROC
H	-----		-----		----	----	-----	-----	----
	1233-781-21		RIVET D. 0.1 ACR		NONE	KG	100.00	250.00	
	1233-781-25		RIVET D. 0.5 ACR		NONE	KG	500.00	500.00	
	1233-781-27		RIVET D. 0.7 ACR		NONE	KG	100.00	100.00	
OPTIONS: H HEADER F FOOTER D DELETE C COLUMNS I INSERT B BEFORE									16.46.56

3 Press the **QUICKVIEW** key (**PF04/PF16**) to display the Report Viewing screen, where you can check the results of the edits.

Figure 108 Report Viewing Screen after Deleting Header Lines

----- CONTROL-D/V REPORT VIEWING NOTES 0 PAGE 1 OF 9						
COMMAND ==> SCROLL ==> CRSR						
USR DEMO REP INVENTORY REPORT JB JDEMO 04544 DT 050500 RUL DEFAULT						
-----1-----2-----3-----4-----5-----6-----7-----8						
INVENTORY REPORT - WRHS: 1001 DEPT: 100 DTE: 05.05.00 UPD: 05.05.00						
ITEM NO.	DESCRIPTION	SHELF LIFE	QNTY UNIT	QNTY AVAIL	QNTY ORDER	QNTY IN PROCESS
-----	-----	-----	-----	-----	-----	-----
1233-781-21	RIVET D. 0.1 ACR	NONE	KG	100.00	250.00	
1233-781-25	RIVET D. 0.5 ACR	NONE	KG	500.00	500.00	
1233-781-27	RIVET D. 0.7 ACR	NONE	KG	100.00	100.00	
2200-700-22	RUBBER RING D. 2.2	1 MON	EA	10.00	10.00	
2200-700-27	RUBBER RING D. 2.7	1 MON	EA	15.00	5.00	
2201-750-00	MAIN WHEEL	8 MON	EA	85.00	15.00	
2201-751-00	NOSE WHEEL	8 MON	EA	40.00	10.00	
CMDS: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P n						11.41.08

There has been a net deletion of six Header lines, leaving more report lines visible.

- 4 Save the ruler by pressing the **QUICKVIEW** key (**PF04/PF16**) to display the Edit Report Lines and Columns screen.
- 5 Press the **END** key (**PF03/PF15**) to display the Report Editing screen.
- 6 Press the **END** key (**PF03/PF15**) again to display the Exit Option window.
- 7 Fill in the Exit Option window as shown below, and press **Enter**.

Figure 109 Report Editing Window with Exit Options

CONTROL-D - REPORT EDITING (U. E)	
COMMAND/OPT ==>	
USER DEMO	REPORT INVENTORY REP
	PLEASE SELECT EXIT OPTION
RULER NAME ==> DEFAULT	Exit option ==> 3
RULER TYPE ==> VIEW	
REPORT NAME ==>	1 KEEP ruler active
JOB NAME ==>	2 CLEAR (no ruler)
USER NAME ==>	3 SAVE ruler as:
	Ruler name ==> ORDER1
	Ruler type ==> VIEW
1 EDIT report lines and columns	
2 INCLUDE lines based on strings	

The Report Viewing screen is displayed with ruler ORDER1.

Print Rulers

All the rulers developed so far have been intended for Online Report Viewing. When you exited these rulers, you defined them as View rulers. Additionally, rulers can be defined as Print rulers.

Print rulers are rulers that reformat a report for printing. You can eliminate unnecessary fields from a 132-column report in order to reduce its width to 80 columns (or less) for printing on an 80-column remote printer by using a Print ruler.

Print rulers may be designed “from scratch” or they may be modified or unmodified copies of existing Print or View rulers.

Follow these steps to save one of the existing View rulers as a Print ruler.

- 1 Press the **END** key (**PF03/PF15**) to exit to the Active User Report list.
- 2 Type **V** (View) in **OPTION** field of the Employees-Marketing report and press **Enter**.

- 3 Press the QUICKVIEW key (PF04/PF16) to display the Report Editing screen.
- 4 Request Option 1 for ruler INSUR1 (as shown in the figure below) and press Enter to display the Edit Report Lines and Columns screen for ruler INSUR1.

Figure 110 Report Editing Screen with Ruler INSUR1 before Editing

----- CONTROL-D - REPORT EDITING -----(U, E)

COMMAND/OPT ==>1

USER DEMO REPORT EMPLOYEES-MARKETING JOB JDEMO

RULER NAME ==> INSUR1

RULER TYPE ==> VIEW

REPORT NAME ==>

JOB NAME ==>

USER NAME ==>

Name or blank for default ruler

View or Print

To copy a ruler - full report name

To copy a ruler - full job name

To copy a ruler - full user name

1 EDIT report lines and columns

2 INCLUDE lines based on strings

3 EXCLUDE lines based on strings

4 COLOR lines based on strings

PLEASE SELECT OPTION, OR PRESS PF3 TO SAVE/EXIT THE RULER

16.46.36

Saving View Rulers as Print Rulers

The following steps show how to exit a View ruler and save it as a Print ruler.

- 1 Press the END key (PF03/PF15) to exit the Edit Report Lines and Columns screen and display the Report Editing screen.
- 2 Press the END key again to exit the Report Editing screen.

The Exit Option window opens on the Report Editing screen.

- 3 Fill in the window as shown below and press Enter.

Figure 111 Report Editing Window with Exit Options on Saving Print Ruler

CONTROL-D - REPORT EDITING (U. E)	
COMMAND/OPT ==>	
USER DEMO	REPORT EMPLOYEES-MAR
	PLEASE SELECT EXIT OPTION
RULER NAME ==> INSUR1	Exit option ==> 3
RULER TYPE ==> VIEW	
REPORT NAME ==>	1 KEEP ruler active
JOB NAME ==>	2 CLEAR (no ruler)
USER NAME ==>	3 SAVE ruler as:
	Ruler name ==> INSUR1
	Ruler type ==> PRINT
1 EDIT report lines and columns	
2 INCLUDE lines based on strings	

The Report Viewing screen is now displayed.

- 4 Press the **END** key (**PF03/PF15**) to display the Active User Report list.

Printing a Report

In this exercise, you will print the Employees-Marketing report using the INSUR1 Print ruler.

- 1 Type **P** (Print) in **OPTION** field of the Employees-Marketing report and press **Enter** to display the Print Option window.
- 2 Specify in the Print Option window that you want the immediate printing of one complete copy at the desired printer.
- 3 Specify in the **RULER** field that you want to use the Print ruler INSUR1 (as shown in the figure below).

Figure 112 Printing Report INSUR1 after Editing

ACTIVE LIST	<D>	JOB	REP	USR	DEMO	(U)
COMMAND	===>					
O USER	REPOR					
DEMO	I NVEN	PRINT OPTION ===>				
DEMO	EMPLO					
P DEMO	EMPLO	1 Immediate Printing				
DEMO	EMPLO	2 Deferred Printing (by Print Mission)				
DEMO	EMPLO	X Exit (no action)				
DEMO	BANKI					
=====	>>>>>>>>	COPIES 001 FORM CLASS D				
		DEST WTR				
		FROM PAGE 00000001 TO PAGE 00000003 RULER INSUR1				
		PRINT MISSIONS				
		USER DEMO REPORT EMPLOYEES-MARKETING JOB JDEMO				

4 Press Enter.

Message CTD947I is displayed:

CTD947I	REPORT	EMPLOYEES - MARKETING / jobname / user id	PRINTED OK
---------	--------	---	------------

The report is sent to the printer formatted according to Print ruler INSUR1.

Note the following points about Print rulers:

- Print rulers can only be selected when performing immediate printing from the Print Option window.
- If a report has a Print ruler named DEFAULT, that ruler is automatically used for the Deferred Printing of the report.
- Currently, Dynamic Extraction parameters are supported only in View rulers. In a future version, they will also be supported in Print rulers.

Global Rulers

Normally, rulers are defined for a specific user and job report. However, certain users can be authorized by the INCONTROL administrator to define global rulers. These are rulers that are not restricted to use with a specific user and job report.

While global rulers can only be created, modified or deleted by authorized users, all users may access and use them during report viewing.

A global ruler is identified by a dollar sign (\$) at the beginning of its name (for example, \$JOBCHK). The \$ character is specified as part of the Ruler Name in the Exit Option window when the ruler is saved.

Your INCONTROL administrator can tell you if there are any global rulers that are available for your use.

SHOWCC and SHOWPAGE Commands

There are two additional commands related to report viewing: **SHOWCC** and **SHOWPAGE**.

Print reports contain various print control characters that give directions to the printer during report printing. Print control characters are not part of the actual report and do not appear on the printed report.

Because most users are not interested in seeing print control characters, they are generally hidden during report viewing. However, it is possible to display them by entering the command **SHOWCC** in the COMMAND field of the Report Viewing screen.

Page break indicators and page control characters are also not normally visible, but can be displayed by entering the command **SHOWPAGE**.

Re-entering the command hides the special characters.

Type **=X** in the COMMAND field and press **Enter** to exit the Online Viewing facility and return to your normal operating environment.

Report List Screens

This chapter includes the following topics:

Overview	132
Active User Report List – Default Display Type	133
Fields of the Default Active and History Report Lists	134
Statuses on the Report List	135
Changing Report List Display Types	136
Displaying Additional Information in the Report List	138
Updating the Report List	139
Adding Additional Users	140
Refresh Command	142
Rulers and the Report List	143
Deleting a Ruler	143
Report Editing from the Active User Report List Screen	144
Deferred Printing	145
General Notes in the Report List	147
Permanent User Report List	150

Overview

This chapter discusses the fields, options and commands available on the Report List screens. In this chapter you will

- Take a closer look at the Active and History Report list and its fields
- Examine report statuses found on the Active and History Report lists
- Learn about, and change, display types in the Active User Report List
- Use the Add Info option to request the display of Additional Information fields for a report
- Change or update fields on the Active User Report list and interactively “lend” a copy of one of your reports to another user
- Learn about the REFRESH command
- Request a list of rulers in, and delete a ruler from, the Active User Report list
- See how to edit a report from the Active User Report list
- Learn about Deferred Printing and request that a report be included in your print bundle
- Define a General note for a report on the Active User Report list
- Display and examine the Permanent User Report list

NOTE



In this chapter, the screen illustrations are based on screens displayed at sites where both CONTROL-D and CONTROL-V are installed. If CONTROL-V is not installed at your site, the **X** (Index) and **Q** (Quick Access) commands are not included in the Instruction lines at the bottom of the screen.

Active User Report List – Default Display Type

In this exercise you will learn more about the Active User Report List screen.

- 1 Enter the Online Viewing facility to display the entry panel.
- 2 Type **DEMO** in the USER field and press **Enter** to display the Active User Report List screen

Figure 113 Default Active User Report List Screen

[illegible]

Report lists are comprised of fields containing information about the reports that are listed. Report lists are available in various display types (or formats), each containing a different combination of fields.

The particular display type appearing on the screen is indicated by the letter appearing between the < > symbols.

The current Active User Report list display type is the Default display type, indicated by the letter D (<D>).

Examine the fields on the Default display type.

Fields of the Default Active and History Report Lists

The line under the command line in the Active User Report List screen contains the titles of the columns of information fields displayed in the screen.

Figure 114 Information Field Line in the Active User Report List Screen

ACTIVE LIST	<D>	JOB	REP	USR	DEMO	(U)
COMMAND	===>				SCROLL===>	CRSR
O	USER	REPORT	ODATE	PAGES	LINES	V N STATUS
	DEMO	INVENTORY REPORT	05/05/00	9	427	V Decollated

The same fields (except for fields V and N) also appear in the History User Report list.

Figure 115 Information Field Line in the History User Report List Screen

HISTORY LIST	<D>	JOB	REP	USR	DEMO	(U)
COMMAND	===>				SCROLL===>	CRSR
O	USER	REPORT	ODATE	PAGES	LINES	STATUS
	DEMO	INVENTORY REPORT	05/05/00	9	427	Backed up

These information fields in the Default display type are described briefly below:

Table 11 Fields of the Active User Report List

Field	Description
USER	Name of the report recipient.
REPORT	Name assigned to the report.
ODATE	Date that the job that created the report was originally scheduled to run.
PAGES	Number of pages in the report.
LINES	Number of lines in the report.
V	View indicator that may or may not be set. Indicates whether the report has been viewed, or the number of times the report has been viewed, depending on site-defined defaults.
N	Note indicator (discussed later in this chapter).
STATUS	Report status (discussed on the following pages).

Statuses on the Report List

In previous chapters, you learned how to view, print and restore reports. A field that directly impacts these actions is the STATUS field.

Figure 116 Status Field

ACTIVE LIST	<D> JOB	REP	USR DEMO	(U)
COMMAND ==>			SCROLL==>	CRSR
0 USER	REPORT	ODATE	PAGES	LINES V N STATUS
DEMO	INVENTORY REPORT	03/05/00	9	427 V Decollated

The STATUS field indicates the current processing stage of the report.

In the Active User Report list, the following statuses are possible:

Table 12 Statuses of the Active User Report List Screen

Status	Meaning
Wait restore	This status is assigned to a report when you request a restore.
Wait decollation	The report has not yet been processed by CONTROL-D.
Decollated	The report has been processed by CONTROL-D and is available for Online viewing. It does not get printed unless specifically requested by the P (Print) option.
Decollated-notok	The same as Decollated, except that an error or problem occurred during processing.
Wait print	Deferred printing of the report (discussed later in this chapter) has been requested, but the report has not yet been printed.
Printed	The report has already been printed by deferred printing.
Not printed	The report is scheduled for printing, but for some reason either does not print or only partially prints.
Wait Bkp	The report is no longer needed for Online viewing. It is waiting to be backed up, after which it will automatically be deleted from the Active User Report list.
Restored	The report has been restored from tape or cartridge by using History User Report list options.
Note: You can view or print a report that has any status in the Active User Report list except a report that has the status Wait decollation .	

In the History User Report list, the following statuses are possible.

Table 13 Statuses of the History User Report List Screen (Part 1 of 2)

Status	Meaning
Backed up	This status is assigned to a report when it is backed up from the Active User Report list.

Status	Meaning
Wait restore	This status is assigned to a report when you request a restore.
Restored	This status is assigned to a report after it has been restored. This status appears in both the History and the Active User Report lists.

[illegible]

- The USER and N (Note) fields are no longer displayed.
 - The COP (number of copies to be printed) and REMARK fields, which were not displayed in the Default display type, are displayed in the User display type. The REMARK field is briefly described in Chapter 6, and discussed in more detail in Chapter 2 of the *CONTROL-D* and the *CONTROL-V User Guide*.
- 2** Display the list of available display types by typing **DI ?** in COMMAND field and pressing **Enter**.

A window with the list of available display types is displayed.

Figure 118 Available Display Types List Window

[illegible]

Available predefined display types are described in the online facilities chapter of the *CONTROL-D* and *CONTROL-V User Guide*. Your site can customize these display types and/or create other display types during installation.

The window lists possible display options (IDs) and their descriptions. Note that the window also has an OPTION (O) field. This window enables you to change display types, without entering the DISPLAY command in the Report List screen.

NOTE



You can also close the window by pressing **END (PF03/PF15)**, without making a selection.

- 3 Type **S** (Select) in the **OPTION** field next to the **D** display type ID in the window, and press **Enter**.

The window is closed and the Default display type is redisplayed.

Displaying Additional Information in the Report List

Regardless of the display type, additional information about a report is alternately displayed and hidden by entering A (Add Info) in the OPTION field of the report. The specific information fields that will be displayed depends on the current display type.

- 1 Type **A** in the **OPTION** field of the **INVENTORY** report and press **Enter** to display the **ADDITIONAL INFORMATION** fields for the Inventory report.

Figure 119 Additional Information Fields

[illegible]

The additional fields displayed in the Default display type of the Active and History User Report lists include the date and time the report was run and decollated, the name and ID of the job that generated the report, and the category in which the report has been placed.

Also included are the print control fields found in the Print Option window: COPIES, FORM, CLASS, DEST and WTR.

In Chapter 3, the COPIES, DEST and WTR fields were described. The FORM and CLASS fields are discussed below:

Table 14 Form and Class Fields

Field	Description
FORM	The Form field specifies which form to use when printing a report on the mainframe computer. If this field is updated, CONTROL-D does not validate the syntax of the form or its correctness. Such validation is the user's responsibility.
CLASS	This field specifies the printing class of the output.

For more information about the Additional Information fields, see Chapter 2 of your user guide.

Updating the Report List

Certain fields in a Report list can be updated. Fields that cannot be updated are called protected fields.

- 1 From the OPTION field of the Inventory report, press the **TAB** key.

The cursor jumps from the OPTION field to the Copies field (bypassing several other fields).

Note the following about the Report List fields:

- If the cursor can be positioned on a field by pressing the **TAB** key, then the field is updatable and you can type a value in the field from the terminal. The Copies field is updatable.
- Fields bypassed by the cursor when you press the **TAB** key are protected; you cannot type values in them from the terminal. USER, REPORT, ODATE, and so on, are all protected fields.
- The print parameter fields (discussed earlier) are updatable; however, Form and Class are normally not changed. Your INCONTROL administrator can tell you if they need changing.
- To update fields in a Report list, type **U** (Update) in the OPTION field of the report, make the desired changes and then press **Enter**.
- You can change the deferred printing parameters of a report that is scheduled to be printed without displaying the Print Option window. Use the Update option to make the changes directly in the Active User Report list.

The following example illustrates a situation where you do not need the printout of a report, but you do not want the report deleted because you still want to view it.

You can stop a report from printing by changing the number of copies to **0**.

- 2 Type **U** in the **OPTION** field of the Inventory report to change the Copies parameter for the Inventory report.

In the Copies field change 001 to **000**.

Figure 120 Changing the Copies Field

ACTIVE LIST	<D> JOB	REP	USR DEMO	(U)
COMMAND ===>			SCROLL===>	CRSR
O USER	REPORT	ODATE	PAGES	LINES V N STATUS
U DEMO	INVENTORY REPORT	05/05/00	9	427 V Decollated
Run: 05/05/00 17: 10 - 17: 10 Decollated: 05/05/00 17: 32				
Copies: 000 Form: STD Class: D Remark:				
Dest : WTR:				
Category: DAILY Fromuser: Job: JDEMO Jld: 8009				
Additional Users:				
DEMO	EMPLOYEES-MANAGMENT	05/05/00	1	18 Decollated

Normally, if you press **Enter**, the defined number of copies would be changed to 000 and the report would not be printed. However, updates are not permitted for user DEMO. Instead, continue as follows:

- 3 Press **Enter** to display Message CTDA8BE:

OPERATION NOT AUTHORIZED WHEN IN DEMO MODE
--

- 4 Erase the **U** in the **OPTION** field and press **Enter**.

The Inventory report fields appear as originally defined.

Adding Additional Users

A user can “lend” a copy of a report to another user who otherwise cannot access the report. When a report is lent from one user to another, the report name appears in the Report list for both users, and both users may print or view the report.

You can lend a report by adding the names of additional users to the Additional Users field in the Active and Permanent Report lists. This field is displayed when selecting the A (Add Info) option in the **OPTION** field of a report.

Names of additional users can be added to, erased from, or changed, all in this Additional Users field.

Modification of Additional User data in the Active User Report list can only be performed on reports that have a Wait decollation status.

Wait decollation status does not apply to any of the reports in your Active User Report list. If, however, the Inventory report had a Wait decollation status, and you wanted to specify TESTMGT and TESTDEV as additional users for the report, you would proceed as follows:

If the Additional Information fields are not displayed, type **A** in the OPTION field to display them.

Figure 121 Additional Information Fields before Editing

ACTIVE LIST	<D> JOB	REP	USR DEMO	(U)
COMMAND ===>			SCROLL===>	CRSR
O USER	REPORT	ODATE	PAGES	LINES V N STATUS
U DEMO	INVENTORY REPORT	05/05/00	9	427 V Decollated
Run: 05/05/00 17: 10 - 17: 10		Decollated: 05/05/00 17: 32		
Copies: 001 Form: STD		Class: D		Remark:
Dest :		WTR:		
Category: DAILY		Fromuser:		Job: JDEMO Jid: 8009
Additional Users:				
DEMO	EMPLOYEES-MANAGMENT	05/05/00	1	18 Decollated

To update the Additional Users field, you would do the following (you can now perform the listed steps, but the screen will not be updated):

- 5 Type **U** (Update) in the OPTION field of the report.
- 6 Use the **NEWLINE** key to place the cursor at the Additional Users field.
- 7 Type the names of the new users (TESTMGT and TESTDEV, as shown below). Press the **TAB** key between user names.

Figure 122 Adding Additional Users TESTMGT and TESTDEV

ACTIVE LIST	<D> JOB	REP	USR DEMO	(U)
COMMAND ===>			SCROLL===>	CRSR
O USER	REPORT	ODATE	PAGES	LINES V N STATUS
U DEMO	INVENTORY REPORT	05/05/00	9	427 V Decollated
Run: 05/05/00 17: 10 - 17: 10		Decollated: 05/05/00 17: 32		
Copies: 001 Form: STD		Class: D		Remark:
Dest :		WTR:		
Category: DAILY		Fromuser:		Job: JDEMO Jid: 8009
Additional Users: TESTMGT TESTDEV				
DEMO	EMPLOYEES-MANAGMENT	05/05/00	1	18 Decollated

- 8 Press **Enter**.

Normally, the update is performed. In DEMO mode, however, Message CTDA8BE is displayed:

OPERATION NOT AUTHORIZED WHEN IN DEMO MODE

- 9 Remove the additional users from the Report list by typing **U** in the **OPTION** field, erasing the names of the additional users, and pressing **Enter**.

All users specified in the Additional Users field have the report included in their Active User Report lists. The name of the original recipient appears in the Fromuser field.

Using the above example, if you were to then display the reports for user **TESTMGT**, the **IVENTORY** report with Additional Information fields showing would appear as follows:

Figure 123 Inventory Report for User TESTMGT

ACTIVE LIST	<D> JOB	REP	USR DEMO	(U)
COMMAND ==>			SCROLL==>	CRSR
O USER	REPORT	ODATE	PAGES	LINES V N STATUS
U TESTMGT	INVENTORY REPORT	05/05/00	9	427 V Decollated
Run: 05/05/00 17: 10 - 17: 10				
Decollated: 05/05/00 17: 32				
Copies: 001 Form: STD				
Class: D				
Remark:				
Dest :				
WTR:				
Category: DAILY				
Fromuser: DEMO				
Job: JDEMO				
Jid: 8009				
Additional Users:				
DEMO	EMPLOYEEES-MANAGMENT	05/05/00	1	18 Decollated

Note that the **USER** is **TESTMGT** and that the name of the original recipient, **DEMO**, appears in the **Fromuser** field.

As mentioned earlier, the **A** (**Add Info**) option alternately toggles between displaying and hiding the additional information about the report.

- 10 Type **A** in the **OPTION** field for the Inventory report and press **Enter** to hide the Additional Information for the Inventory report.

Refresh Command

Report lists are dynamic – reports can be created or deleted, and report statuses can change.

You do not need to exit and re-enter a Report List screen to display the most current Report list. You may refresh the display by typing **REFRESH** in the **COMMAND** field and pressing **Enter**.

When you use the **REFRESH** command, the entire Report List display is updated.

Figure 125 Deleting Print Ruler

```
DEMO      INVENTORY REPORT      05/05/00 VIEW RULER=ORDER1
D DEMO    EMPLOYEES-MARKETING   05/05/00 PRINT RULER=INSUR1
===== >>>>>>>>>>>> B O T T O M       O F       L I S T
<<<<<<<<<<<<<<< =====
```

- 3** If the Confirm window is displayed, enter **Y** (Yes).

Print ruler INSUR1 no longer is displayed in the Active User Report list. A message similar to following is displayed at the top of the screen:

```
CTD941I  REPORT  report_name /user /DEMO DELETED
```

Figure 126 Active User Report List after Deleting Print Ruler

[illegible]

- 4** Remove the list of rulers by typing **RU** in the **COMMAND** field and pressing **Enter**.

The rulers are no longer listed in the Report list.

Report Editing from the Active User Report List Screen

In this guide you have always requested the Report Editing screen from the Report Viewing screen. It is possible, however, to display the Report Editing screen directly from the Active User Report List screen.

One of the options listed at the bottom of the Active User Report list is the **E** (Edit) option.

- 1 You can edit a report from the Active User Report List by typing **E** in the **OPTION** field of the report (not the option field of the ruler) and pressing **Enter**. The Report Editing screen is then displayed.
- 2 Exit the ruler definition by pressing **END (PF03/PF15)**. You return to the Active User Report list, not the Report Viewing screen.

Deferred Printing

Reports in the Active User Report list are normally scheduled for printing according to predefined criteria. (For example, a bundle is prepared to reach your desk in the morning.) Since the reports are printed at a later time, according to predefined schedules, this is called deferred printing.

Deferred printing allows **CONTROL-D** to collect all the reports for a user into one bundle and print them together.

You have already learned how to request the immediate printing of a report. You should also learn how to request the deferred printing of a report, for example, when a report must be printed on the main computer printer and you want it included in your print bundle.

Situations in which a report might have to be printed on the main computer printer include:

- You have no remote printer.
- The report format is too wide for the remote printer.
- The report has too many lines to print on a remote printer.

Suppose that only one copy of the Banking report is normally included in your print bundle, but today you want two copies included. The following steps show how to execute this deferred printing request.

- 1 Type **P (Print)** in the **OPTION** field for the Banking report belonging to user **DEMO** and press **Enter** to display the Print Option window on the Active User Report List screen:

Figure 127 Print Option Window in Active User Report List Screen

ACTIVE LIST	<D> JOB	REP	USR DEMO	(U)
COMMAND ===>				
O USER	REPOR			
DEMO	INVEN	PRINT OPTION ===>		
DEMO	EMPLO			
DEMO	EMPLO	1	Immediate Printing	
DEMO	EMPLO	2	Deferred Printing (by Print Mission)	
DEMO	EMPLO	X	Exit (no action)	
P DEMO	BANKI			
===== >>>>>>>>	COPIES	001	FORM	CLASS D
	DEST		WTR	
	FROM PAGE 00000001 TO PAGE 00000005 RULER DEFAULT			
	PRINT MISSIONS			
	USER DEMO	REPORT BANKING REPORT	JOB JDEMO	
P PRINT V VIEW U UPDATE I INSERT A ADD INFO E EDIT				
X INDEX N NOTE G GIVETO D DELETE Q QUICK ACCESS	10.24.32			

NOTE



When requesting deferred printing from the Print Option window, you cannot use the FROM PAGE or TO PAGE fields, nor can you use the RULER field.

- 2** Type **2** (Deferred Printing) in the Print Option field.

Change the value of the COPIES field from 001 to **002**.

Normally, if you press **Enter**, the Print Option window would no longer be displayed and the Banking report would show a Wait Print status.

Figure 128 Wait Print Status Message

[illegible]

However, to prevent the inclusion of sample reports in regular report bundles, deferred printing is not permitted for user DEMO. Instead, continue as follows:

- 3 Press **Enter** to display the following message:

```
CTDA8BE OPERATION NOT AUTHORIZED WHEN IN DEMO MODE
```

- 4 Type **X** (Exit) in the Print Option window and press **Enter**.

The Print Option window is no longer displayed.

General Notes in the Report List

In Chapter 2 of this guide, you saw that you could affix notes to specific report strings in the Report Viewing screen. The Notepad facility also allows you to define a general note that applies to the entire report. General notes are defined and accessed through the N (Note) option in the Active User Report List screen.

The same commands are used in both the General Note window and the Tag Note window, as discussed in Chapter 2 of this guide

In this exercise you will define a general note for the EMPLOYEES-MANAGEMENT report.

- 1 Type **N** in the OPTION field by the Employees-Management report to display the General Note window.

Figure 129 General Note Window

ACTIVE LIST	<D>	JOB	REP	USR	DEMO	(U)
COMMAND	===>	+-----NOTE PAD FACI L I TY----- (GENERAL) -+				
O USER	REPORT	EDI T	VERSI ON	0001	uid	05/05/00 17: 17: 07
DEMO	I NVENT					
N DEMO	EMPLOY					
DEMO	EMPLOY					
DEMO	EMPLOY					
DEMO	EMPLOY					
DEMO	BANKI N					
=====	>>>>>>>>>>					
		F3: END	F7: CLEAR	F8: DELETE		
		+----F5: SAVE-----	F10: PREV-----	F11: NEXT-----		
P PRINT	V VIEW	U UPDATE	I INSERT	A ADD I NFO	E EDIT	
X INDEX	N NOTE	G G I VETO	D DELETE	Q QUI CK ACCESS	10. 24. 32	

2 Type the following note in the window:

Marilyn, Neil, Jay, Melissa:
Prepare for employee reviews next month.
A. Howard

3 Press the **END** key (**PF03/PF15**).

The Exit Option window prompts whether to create the note.

```

ACTIVE LIST      <D> JOB              REP                USR DEMO                (U)
COMMAND =====+-----NOTE PAD FACI LITY------(GENERAL)-+
O USER    REPORT | EDIT          VERSION 0001        u i d         05/05/00 17: 17: 07 |
DEMO       INVENT | MARILYN, NEIL, JAY, MELISSA:               |
N DEMO     EMPLOY | PREPARE FOR EMPLOYEE REVIEWS NEXT MONTH.   |
DEMO       EMPLOY | A. H +-----+                               |
DEMO       EMPLOY |           PLEASE SELECT EXIT OPTION        |
DEMO       EMPLOY |                                           |
DEMO       BANKIN|           CREATE (Y/N)                     |
===== >>>>>>>>+-----+                               |
|                                                              |
|                                                              |
| F3: END                      F7: CLEAR                      F8: DELETE |
+---F5: SAVE-----F10: PREV-----F11: NEXT----+

```

The Exit Option window and General Note window are closed. The note is saved.

Like tag notes, general notes can be read, modified or deleted.

Figure 131 Note Field in Active User Report List Screen

[illegible]

- The T in the NOTE field by the EMPLOYEE-MARKETING report indicates that the report has only Tag notes defined for it.
- The G in the NOTE field by the EMPLOYEE-MANAGEMENT report indicates that the report only has one or more general notes defined for it.

If a report has one or more general notes and one or more tag notes, the NOTE field contains an A (All).

Permanent User Report List

You have already seen two types of Report lists: the Active User Report list and the History User Report list. There is a third type of Report list: the Permanent User Report list. It is accessed by selecting Option 1 on the entry panel.

Not all sites use the Permanent User Report list. If your site does not use the Permanent User Report list, you can skip this topic (you can skip to the last step in this section to exit your current online session). Check with your INCONTROL administrator if you are unsure whether the Permanent User Report list is used at your site.

Changes made in the Permanent User Report list are considered permanent – that is, those definitions remain in effect for all subsequent processing of the report until the definitions are changed.

- Press the **END** key (**PF03/PF15**) to display the entry panel.

- 

Due to the special characteristics of the DEMO environment, the Permanent User Report list for user DEMO contains no entries. Shown below is a hypothetical Permanent User Report list containing entries. DFT in the COP field is the default number of copies to print, as defined by the INCONTROL administrator.

```

PERMANENT LIST <D> JOB REP USR DEMO (U)
COMMAND ===> SCROLL===> CRSR
O USER REPORT NAME JOB COP FORM C DEST UDEST W
DEMO INVENTORY REPORT JDEMO DFT STD D
DEMO EMPLOYEES-MANAGEMENT JDEMO DFT STD D
DEMO EMPLOYEES-MARKETING JDEMO DFT STD D
DEMO EMPLOYEES-DEVELOPMENT JDEMO DFT STD D
DEMO EMPLOYEES-PRODUCTION JDEMO DFT STD D
DEMO BANKING REPORT JDEMO DFT STD D
===== >>>>>>>>>>>>>>>> B O T T O M O F L I S T <<<<<<<<<<<<<<<< =====

```

Chapter 5 Report List Screens 151

- 3 Type =X in the COMMAND field and press **Enter** to exit the CONTROL-D Online facility and return to your normal operating environment.

Entry Panel Fields

This chapter includes the following topics:

Overview	154
Selection Criteria on the Entry Panel	154
SELECT BY Fields	155
Other SELECT BY Fields	158
SELECT BY STATUS Fields	159
DISPLAY OPTIONS	160
Using the Default Display Type Entry Panel.....	163
Using the Show Options Window	164
Displaying the List of Entry Panel Display Types	166

Overview

This chapter discusses how selection fields on the entry panel can be used to include only desired reports in your Report lists. In this chapter, you will:

- Learn what selection criteria are available on the Extended display type of the entry panel.
- Fill in selection criteria as desired and look at the resulting Report lists.
- Examine the Default display type entry panel and learn to use the Show Options window in the entry panel.
- Display the list of available entry panel display types.

Selection Criteria on the Entry Panel

In previous chapters, you selected reports for viewing and printing from the Active User Report list.

The Report list provided with this demonstration has been kept short for reasons of simplicity. However, a typical Active User Report list may be many screens in length. Scrolling through such a Report list looking for a desired report can be very inconvenient. It would be more convenient if the Report list contained only the reports you need.

The entry panel lets you control which reports appear in Report lists by allowing you to specify report selection criteria. Reports are included in the Report list only if they meet the specified criteria.

Additionally, the entry panel enables you to specify various screen display options.

- 1** Enter the Online Viewing facility and display the entry panel.
- 2** Type **DI ?** in the COMMAND field and press **Enter** to open the Display Options window.
- 3** Select Option E (All Fields - Control D) by typing **S** to the left of the option name.
- 4** Press **Enter** to display all fields of the User Reports Entry Panel, as shown below.

Figure 133 User Reports Entry Panel (Display Type E)

```

----- CONTROL-D - USER REPORTS ENTRY PANEL -----(U)
COMMAND/OPTION ===> 1. PERMANENT 2. ACTIVE 3. HISTORY
SELECT BY:
  REPORT NAME ===> Report name, prefix or mask
  USER ===> Recipient name or prefix
  CHILD ===> N Y-with children
  JOB NAME ===> Job name, prefix or mask
  REMARK/ CCs ===> Remark or CC of job
  CATEGORY ===> Category or mask
  DATE FROM ===> TO Report date or relative day
  TIME FROM ===> TO Report time
SELECT BY STATUS:
  Decollated ===> Y Wait decollation ===> N
  Wait print ===> Y Restored only ===> N
  Printed ===> Y Wait restore only ===> N
  Not printed ===> Y Wait backup only ===> N
DISPLAY OPTIONS:
  Bypass panel ===> N Show rulers ===> N
  Display type ===> D Show control chars ===> Y

SELECT AN OPTION, FILL IN THE SELECTION CRITERIA, AND PRESS ENTER 08.40.07

```

In addition to the COMMAND field, in which the desired kind of Report list (Active, History or Permanent) is specified, entry panel fields are divided into the following basic groups:

- SELECT BY
- SELECT BY STATUS
- DISPLAY OPTIONS

SELECT BY Fields

The entry panel SELECT BY fields are shown below. This exercise discusses the REPORT NAME, USER, and JOB NAME fields.

Figure 134 SELECT BY Fields

```

SELECT BY:
  REPORT NAME ===> Report name or prefix or mask
  USER ===> Recipient name or prefix
  CHILD ===> N Y-with children, N-user only
  JOB NAME ===> Job name or prefix or mask
  REMARK / CCs ===> Remark or CC of job
  CATEGORY ===> Site-defined category or mask
  DATE FROM ===> TO Report date
  TIME FROM ===> TO Report time

```

Table 15 Report Name, User, and Job Name Fields in the Entry Panel

Field	Description
REPORT NAME	Every report has a name. If there is an entry in this field, only reports with names that match the specified name, prefix, or mask are included in the Report list.
USER	All reports are assigned to specific users. If there is an entry in this field, only reports assigned to the specified user (name or prefix) are included in the Report list.
JOB NAME	All reports are generated by jobs. If there is an entry in this field, only reports generated by the specified job (name, prefix, or mask) are included in the Report list.

A prefix is a specified string of characters to be matched against the actual name, beginning with the first character.

Mask characters are symbols that can be used in specified values to represent any characters in the actual values:

- ? represents any one character
- * represents any number of adjacent characters (including no characters)

Prefixes are demonstrated in the following steps.

1 Specify the entry panel selection criteria shown below and press **Enter**.

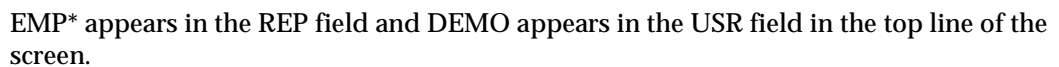
Figure 135 Specifying Entry Panel Selection Criteria

----- CONTROL-D - USER REPORTS ENTRY PANEL -----(U)		
COMMAND/OPTION	===>	1. PERMANENT 2. ACTIVE 3. HISTORY
SELECT BY:		
REPORT NAME	===> EMP*	Report name or prefix or mask
USER	===> DEMO	Recipient name or prefix
CHILD	===> N	Y-with children, N-user only
JOB NAME	===>	Job name or prefix or mask
REMARK / CCs	===>	Remark or CC of job
CATEGORY	===>	Site-defined category or mask
DATE FROM	===> TO	Report date
TIME FROM	===> TO	Report time

The Active User Report list is displayed as follows.

[illegible]

EMD*	And. DEM \$ 11	1 DEMO	And. USD \$ 11	1 DEMO	And. USD \$ 11	1 DEMO
1	1	1	1	1	1	1
2	2	2	2	2	2	2
3	3	3	3	3	3	3
4	4	4	4	4	4	4
5	5	5	5	5	5	5
6	6	6	6	6	6	6
7	7	7	7	7	7	7
8	8	8	8	8	8	8
9	9	9	9	9	9	9
10	10	10	10	10	10	10
11	11	11	11	11	11	11
12	12	12	12	12	12	12
13	13	13	13	13	13	13
14	14	14	14	14	14	14
15	15	15	15	15	15	15
16	16	16	16	16	16	16
17	17	17	17	17	17	17
18	18	18	18	18	18	18
19	19	19	19	19	19	19
20	20	20	20	20	20	20
21	21	21	21	21	21	21
22	22	22	22	22	22	22
23	23	23	23	23	23	23
24	24	24	24	24	24	24
25	25	25	25	25	25	25
26	26	26	26	26	26	26
27	27	27	27	27	27	27
28	28	28	28	28	28	28
29	29	29	29	29	29	29
30	30	30	30	30	30	30
31	31	31	31	31	31	31
32	32	32	32	32	32	32
33	33	33	33	33	33	33
34	34	34	34	34	34	34
35	35	35	35	35	35	35
36	36	36	36	36	36	36
37	37	37	37	37	37	37
38	38	38	38	38	38	38
39	39	39	39	39	39	39
40	40	40	40	40	40	40
41	41	41	41	41	41	41
42	42	42	42	42	42	42
43	43	43	43	43	43	43
44	44	44	44	44	44	44
45	45	45	45	45	45	45
46	46	46	46	46	46	46
47	47	47	47	47	47	47
48	48	48	48	48	48	48
49	49	49	49	49	49	49
50	50	50	50	50	50	50
51	51	51	51	51	51	51
52	52	52	52	52	52	52
53	53	53	53	53	53	53
54	54	54	54	54	54	54
55	55	55	55	55	55	55
56	56	56	56	56	56	56
57	57	57	57	57	57	57
58	58	58	58	58	58	58
59	59	59	59	59	59	59
60	60	60	60	60	60	60
61	61	61	61	61	61	61
62	62	62	62	62	62	62
63	63	63	63	63	63	63
64	64	64	64	64	64	64
65	65	65	6			



```

-----CONTROL-D - USER REPORTS ENTRY PANEL----- (U)
COMMAND/OPTION  ===>          1. PERMANENT  2. ACTIVE  3. HI STORY

SELECT BY:
REPORT NAME  ===>  BANK*           Report name or prefix or mask
USER         ===>  DEMO            Recipient name or prefix
CHILD        ===>  N               Y-with children, N-user only
JOB NAME     ===>                  Job name or prefix or mask
REMARK / CCs ===>                  Remark or CC of job
CATEGORY     ===>                  Site-defined category or mask
DATE FROM    ===>                  TO      Report date
TIME FROM    ===>                  TO      Report time

```

[illegible]

Other SELECT BY Fields

Additional entry panel SELECT BY fields are:

Table 16 Additional Entry Panel SELECT BY Fields

Field	Description
CHILD	<p>“Children” are other recipients whose reports a user may see. For example, if a sales manager has access to all the reports of the sales staff, the sales staff are considered the “children” of their sales manager. Valid values are:</p> <p>Child is a Yes or No (Y/N) field:</p> <ul style="list-style-type: none"> ■ Y (Yes) – Include children's reports in the Report list. ■ N (No) – Do not include children's reports in the Report list. <p>The inclusion of children may significantly increase the size of the Report list and therefore impact performance. You should not include children's reports unless you really need them.</p> <p>The INCONTROL administrator defines which users are the children of other users.</p>
CATEGORY	<p>Category is a user-defined classification of reports that enables you to select reports based on the value specified in the CATEGORY field. For example, if your site assigns reports to categories such as DAILY and MONTHLY, you can request to see only MONTHLY reports.</p> <p>The assignment of reports to categories is the responsibility of the INCONTROL administrator. Ask your INCONTROL administrator about the categories used at your site.</p>
REMARKS/CCs	<p>This selection field is described in depth in Chapter 2 of your user guide and is only mentioned here briefly. REMARKS/CCs allows selection of reports based on job condition codes, end codes, or user remarks. For example, operations personnel may want to request the display of all jobs and reports that ended NOTOK, or that abended.</p>

Table 16 Additional Entry Panel SELECT BY Fields

Field	Description
DATE FROM and TO	<p>When requesting an Active or History User Report list, you can limit reports to the date range specified in the DATE FROM and TO fields. Dates may be specified as follows:</p> <ul style="list-style-type: none"> ■ mmddyy or ddmmyy format, depending on the standard in use at the site ■ -<i>n</i> where <i>n</i> is the number of preceding days (any value from 0 to 365). A minus sign must be precede the integer. Example: -3 means three days ago. <p>Note: Specifying a FROM date without a TO date implies that the FROM date and TO date are the same.</p>
TIME FROM and TO	<p>When requesting an Active or History User Report list, you can limit reports to the time range specified in the TIME FROM and TO fields. Time format is <i>hhmm</i> using a 24-hour clock.</p>

SELECT BY STATUS Fields

In Chapter 5 of this guide, you learned the meanings of the various report statuses. The SELECT BY STATUS fields of the User Reports Entry Panel (Display Type E) enable you to select reports based on status.

Figure 139 SELECT BY STATUS Fields

SELECT BY STATUS:			
Decollated	==> Y	Wait decollation	==> N
Wait print	==> Y	Restored only	==> N
Printed	==> Y	Wait restore only	==> N
Not printed	==> Y	Wait backup only	==> N

Only reports that meet the specified report status criteria are displayed:

Table 17 Report Status Selection Criteria in the User Reports Entry Panel (Part 1 of 2)

Status	Which Reports Are Selected
Decollated (Active User Report list)	Reports that have been processed by CONTROL-D and are available for Online viewing, but are not printed unless specially requested by the Print option.
Wait print (Active User Report list)	Reports that have not yet been, but will be, printed.

**Table 17 Report Status Selection Criteria in the User Reports Entry Panel
(Part 2 of 2)**

Status	Which Reports Are Selected
Printed (Active User Report list)	Reports that have already been printed.
Not printed (Active User Report list)	Reports that are scheduled for printing but will not be printed or will be only partially printed.
Wait decollation (Active User Report list)	Reports not yet processed by CONTROL-D.
Restored only (Active and History User Report lists)	Reports that have been restored.
Wait restore only (History User Report list)	Reports for which restore requests have been made but that have not yet been restored.
Wait backup only (Active User Report list)	Reports waiting to be backed up (that is, reports not yet deleted because they have not yet been backed up).

DISPLAY OPTIONS

Figure 140 Display Options Entry Panel

DI SPLAY OPTI ONS:					
Bypass panel	===>	N	Show rulers	===>	N
Di spl ay type	===>	D	Show control chars	===>	Y

The User Reports Entry Panel (Display Type E) contains Display Option fields and their default values. You can change these values.

Changes to Display Option values not only affect the current CONTROL-D session, they become the new defaults. They are stored when you exit CONTROL-D, and are retrieved the next time you enter CONTROL-D.

Display Options are described below:

Table 18 Display Options in the User Reports Entry Panel

Option	Description
Bypass panel	<p>By specifying Y (Yes) in this field, the entry panel will thereafter be bypassed when you re-enter the Online Viewing facility. Instead, the Active User Report List screen will be displayed according to the criteria that you specified on the entry panel at the time you requested the bypass.</p> <p>The bypass may be cancelled by exiting the Report List screen to the entry panel using the Return key (PF04/PF16), and changing the value of the Bypass Panel field to N.</p>
Display type	Determines the display type that appears when the Report list is first displayed. After the Active User Report list is active, you can switch display types by using the DISPLAY command, discussed in Chapter 5.
Show rulers	This Y/N field determines whether rulers are listed with their reports in the Active User Report list. Once the Active User Report List is displayed you can alternately display and hide the list of rulers by using the RULER command. This is discussed in Chapter 5.
Show control chars	This Y/N field determines whether printing control characters are shown in the Report Viewing Screen. When the Active User Report list is displayed, you can alternately display and hide printing control characters by using the SHOWCC command. For more information, see Chapter 2 of your user guide.

You can display the Active User Report list and include rulers in the list. You can also request that the entry panel be bypassed the next time you enter the Online Viewing facility.

- 1 Fill in the SELECT BY fields and DISPLAY OPTIONS on the entry panel as follows:

```

-----CONTROL-D - USER REPORTS ENTRY PANEL -----(U)
COMMAND/OPTION  ===>          1. PERMANENT  2. ACTIVE  3. HISTORY
SELECT BY:
  REPORT NAME  ===>          Report name, prefix or mask
  USER        ===> DEMO      Recipient name or prefix
  CHILD       ===> N         Y-with children
  JOB NAME    ===>          Job name, prefix or mask
  REMARK/ CCs ===>          Remark or CC of job
  CATEGORY    ===>          Category or mask
  DATE FROM   ===>          TO Report date or relative day
  TIME FROM   ===>          TO Report time
SELECT BY STATUS:
  Decollated  ===> Y         Wait decollation  ===> N
  Wait print  ===> Y         Restored only    ===> N
  Printed     ===> Y         Wait restore only ===> N
  Not printed ===> Y         Wait backup only   ===> N
DISPLAY OPTIONS:
  Bypass panel ===> Y         Show rulers      ===> Y
  Display type ===> D         Show control chars ===> Y

SELECT AN OPTION, FILL IN THE SELECTION CRITERIA, AND PRESS ENTER          08.40.07

```

[illegible]

- 4 Type **=X** in the COMMAND field and press **Enter** to exit the Online Viewing facility. You will see the effect of the entry panel bypass when you return to the Online Viewing Facility.

You are back in your normal operating environment.

- 5 Re-enter the Online Viewing facility.

The entry panel has been bypassed. The Active User Report list is displayed with the same criteria as when you last exited (Default display type and rulers are displayed).

- 6 Press the **END** key (**PF03/PF15**) to display the entry panel.

Using the Default Display Type Entry Panel

You can now reset the default settings of the entry panel, and then switch over to the Default display type of the entry panel.

- 1 Fill in the Display options as shown below.

Figure 143 Resetting Default Settings of Entry Panel

DI SPLAY OPTI ONS:					
Bypass panel	====>	N	Show rulers	====>	Y
Di splay type	====>	D	Show control chars	====>	Y

- 2 Type **DI D** in the COMMAND field at the top of the page to display the Default display type of the entry panel.

Figure 144 Default Display Type Entry Panel

----- CONTROL-D - USER REPORTS ENTRY PANEL -----(U)

COMMAND ===>

OPTIONS ===>

1. PERMANENT 2. ACTIVE 3. HISTORY

REPORT NAME ===>

Report name, prefix or mask

USER ===> DEMO

Recipient name or prefix

DATE FROM ===> TO

Report date or relative day

JOBNAME ===>

Job name, prefix or mask

DISPLAY TYPE ===> D

BYPASS PANEL ===> N

SELECT AN OPTION FILL IN THE SELECTION CRITERIA AND PRESS ENTER 14. 17. 17

The Default display type is an abbreviated version of the Extended display type. It contains only those fields from the Extended display type that you are most likely to change when selecting reports for viewing.

The advantage of the Default display type is that it is less cluttered and therefore easier to work with. In general, the Default display type is more widely used than the Extended display type, and CONTROL-D users are encouraged to use this display type instead of the Extended display type. Display types more relevant to CONTROL-V are listed later in this chapter, and are discussed in Chapter 7.

Using the Show Options Window

If you find that you want to alter the value of a field that does not appear in the Default display type, you do not have to change display types. Instead, you can display the missing fields in the Show Options window.

You can call up the Show Options window and change a value, by following these steps:

- 1 Type **SH** on the command line and press **Enter** to display the Show Options window of the Entry Panel. This window displays all the fields from the Extended display type that do not appear in the Default display type.

Figure 145 Show Option Window of the Default User Reports Entry Panel

```

----- CONTROL-D - USER REPORTS ENTRY PANEL ----- (U)
COMMAND ==> +-----+
              |                                     |
              | PLEASE SELECT SHOW OPTIONS         |
              |                                     |
  OPTIONS =   | CHILD      ==> Y                    | Y-wi th children
              | REMARK / CCs ==>                    | Remark or CC of job
  REPORT N    | CATEGORY   ==>                    | Category or mask
  USER       | TIME FROM   ==>                    | TO          Report time
  DATE FRO    |                                     |
  JOBNAME     | SELECT BY STATUS:                  |
              |                                     |
              | DECOLLATED ==> Y                    | WAIT DECOLLATION ==> N
              | WAIT PRINT  ==> Y                    | RESTORED ONLY    ==> N
              | PRINTED     ==> Y                    | WAIT RESTORE ONLY ==> N
              | NOT PRINTED ==> Y                    | WAIT BACKUP ONLY  ==> N
              |                                     |
              | DISPLAY OPTIONS:                   |
              |                                     |
  DI SPLAY    | SHOW RULERS ==> N                    | SHOW CONTROL CHARS ==> Y
              |                                     |
              +-----+
SELECT AN OPTION FILL IN THE SELECTION CRITERIA AND PRESS ENTER      09.26.20

```

- 2 Change the value in the **SHOW RULERS** field from **Y** (Yes) to **N** (No), and press **Enter**.

The Show Options window closes. If you were to change display types to **E** (Extended), the **SHOW RULERS** field would now contain the value **N**. If you were to enter the Active User Report List screen, rulers would not be displayed.

Displaying the List of Entry Panel Display Types

1 Type **DI ?** in the **COMMAND** field to display the Display Option window.

Figure 146 Entry Panel Display Options Window

----- CONTROL-D - USER REPORTS ENTRY PANEL -----(U)

COMMAND ==>

OPTION ==> 1. PERMANENT 2. ACTIVE 3. HISTORY

+-----+
| DISPLAY OPTIONS
| CMD ==> SCROLL CRSR
| O I D DESCRI PTION
| D Defaul t - Control -D
| E All fi el ds - Control -D
| F All fi el ds - Control -D
| V Defaul t - Control -V
| A All fi el ds - Control -V
| J Job Archi vi ng
| =====>> BOTTOM <<=====

DI
|
| SELECT OPTION
|
+-----+

Report name, prefix or mask
Recipient name or prefix
Report date or relative day
Job name, prefix or mask
Include migrated reports
Index name, prefix or mask

BYPASS PANEL ==> N

SELECT AN OPTION FILL IN THE SELECTION CRITERIA AND PRESS ENTER 14. 20. 28

Several display types that you have not used are available, including display options for CONTROL-V users. If you are a CONTROL-V user, you will be looking at those options in Chapter 7.

NOTE



This entry panel display type list should not be confused with the list of display types you requested in the Report List screen in Chapter 5.

You can select an option from the window by requesting it in the option field of the window. And you can always request one of these options by specifying it in a **DISPLAY** command in the **COMMAND** field of the entry panel.

2 Press the **END** key (**PF03/PF15**) to exit the Display Option window.

The window is closed.

3 Type **=X** in the **COMMAND** field to exit the Online Viewing facility and return to your normal operating environment.

The next time you enter the Online Viewing facility, the entry panel will be displayed.



NOTE

Chapter 7 is intended for CONTROL-V users only. If CONTROL-V is not installed at your site, or if you will not use CONTROL-V, then you have completed this guide. You should now be able to use many of the CONTROL-D Online Viewing facilities to your advantage.

Viewing with CONTROL-V

This chapter includes the following topics:

Overview	170
CONTROL-V Entry Panel Display Types	170
Using Index Values to Select Active Report Pages	173
Displaying the Index Window in the Report List Screen	174
Displaying the Values of Index Panel	175
Using Quick Access Panels	178
Viewing Migrated Reports	183

Overview



NOTE

This chapter is intended for CONTROL-V users only. If you are not a CONTROL-V user, you can skip this chapter.

CONTROL-V is a software product that provides online access to archived reports through indexed data retrieval. This chapter discusses how pages of CONTROL-V indexed reports can be selected for viewing. In this chapter, you will

- Look at CONTROL-V User Reports entry panel display types
- Retrieve pages of a report based on index values
- Learn about viewing migrated reports

CONTROL-V Entry Panel Display Types

In Chapter 6 you determined which reports appeared in Report lists by specifying report selection criteria in the CONTROL-D User Reports entry panel. The CONTROL-V entry panel is similar but, in addition, it enables you to limit the listed reports to those that have and/or have not migrated to another storage media, and to those that contain specified indexes and index values.

This exercise helps you learn about the CONTROL-V Online Viewing facility and its entry panel fields.

- 1** Enter the Online Viewing facility.

The User Reports entry panel is displayed.

- 2** Type **DI A** in the **COMMAND** field and press **Enter**.

Display type A (All Fields) of the entry panel is displayed.

Figure 147 Entry Panel All Fields Display Type

```

----- CONTROL-D/V - USER REPORTS ENTRY PANEL -----(U)
COMMAND/OPTION ==> 1. PERMANENT 2. ACTIVE/MIG 3. HISTORY
SELECT BY:
  REPORT NAME ==> Report name, prefix or mask
  USER ==> Recipient name or prefix
  CHILD ==> Y Y-with children
  JOB NAME ==> Job name, prefix or mask
  REMARK/ CCs ==> Remark or CC of job
  CATEGORY ==> Category or mask
  DATE FROM ==> TO Report date or relative day
  TIME FROM ==> TO Report time
  MIGRATED ==> N Include migrated reports
  INDEX ==> Index name, prefix or mask
  VALUE ==>
SELECT BY STATUS / DISPLAY OPTIONS:
  Decollated ==> Y Wait decollation ==> N
  Wait print ==> Y Restored only ==> N
  Printed ==> Y Wait restore only ==> N
  Not printed ==> Y Wait backup only ==> N
  Bypass panel ==> N Show rulers ==> N
  Display type ==> D Show control chars ==> Y

SELECT AN OPTION, FILL IN THE SELECTION CRITERIA, AND PRESS ENTER 14.13.49

```

Display type A is analogous to the CONTROL-D display type E (Extended) entry panel, except that it also contains the following CONTROL-V fields:

Table 19 CONTROL-V Fields in the User Reports Entry Panel (Part 1 of 2)

Field	Meaning
MIGRATED	<p>CONTROL-V reports typically migrate from DASD to cartridge or other less expensive media for long term storage. Reports that have not yet migrated are called “active,” but both active and migrated reports can be retrieved for online viewing.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> ■ Y – Yes, the default. Lists both active and migrated reports in the User Report list. ■ N – No. Lists active reports only. Specify O (Only) to list migrated reports only.

Table 19 CONTROL-V Fields in the User Reports Entry Panel (Part 2 of 2)

Field	Meaning
INDEX	<p>This field enables you to specify a name, prefix or mask that is to be compared with the name assigned to each main index of a CONTROL-V report. Each report can have from 0 to 9 main indexes. Up to three main indexes can remain disk-resident after a report migrates.</p> <p>Mask characters are symbols that can be used to represent any characters in this field.</p> <ul style="list-style-type: none">■ ? – represents any one character■ * – represents any number of adjacent characters (including no characters)
VALUE	<p>This field enables you to specify a value or prefix that is to be compared with the values in a main index. If only one value in a resident index matches this field, that value is used to select report pages or sections for the View and Print commands.</p>

An abbreviated display type analogous to the CONTROL-D display type D (Default) is available for CONTROL-V. This display type, display type V, contains the CONTROL-V fields just described. It is the default display type for CONTROL-V.

3 Type **DI V** in the **COMMAND** field and press **Enter** to display the default CONTROL-V entry panel.

Figure 148 Display Type V: The Default Entry Panel for CONTROL-V

----- CONTROL-D/V - USER REPORTS ENTRY PANEL -----(U)			
COMMAND ==>			
OPTIONS ==>	1. PERMANENT	2. ACTIVE/MIGRATED	3. HISTORY
REPORT NAME ==>	Report name, prefix or mask		
USER ==>	Recipient name or prefix		
DATE FROM ==>	TO	Report date or relative day	
JOBNAME ==>	Job name, prefix or mask		
SHOW MIGRATED ==>	N	Include migrated reports	
INDEX ==>	Index name, prefix or mask		
VALUE ==>			
DISPLAY TYPE ==>	D	BYPASS PANEL ==> N	
SELECT AN OPTION FILL IN THE SELECTION CRITERIA AND PRESS ENTER			12.29.59

Using Index Values to Select Active Report Pages

You can use CONTROL-V index values to select specific pages for report viewing. To do this, first request only active (not yet migrated or “unmigrated”) reports from the entry panel.

- 1 Enter **DEMO** in the USER field. Enter **N** in the SHOW MIGRATED field. Set DISPLAY TYPE to **D** and BYPASS PANEL to **N** (their default values), as shown in the following screen.

Figure 149 User Reports Entry Panel with Default Settings

```

----- CONTROL-D/V - USER REPORTS ENTRY PANEL -----(U)
COMMAND ===>

OPTI ONS ===>          1. PERMANENT  2. ACTI VE/MI GRATED  3. HI STORY

REPORT NAME  ===>                               Report name, prefix or mask
USER         ===> DEMO                          Recipient name or prefix
DATE FROM    ===>          TO                    Report date or relative day
JOBNAME      ===>                               Job name, prefix or mask

SHOW MI GRATED ===> N                          Include migrated reports

I NDEX       ===>                               Index name, prefix or mask
VALUE        ===>

DI SPLAY TYPE ===> D                            BYPASS PANEL ===> N

SELECT AN OPTION FILL IN THE SELECTION CRITERIA AND PRESS ENTER      15.21.18

```

- 2 Press **Enter** to display the following Active User Report List.

Figure 150 Active User Report List with Default Settings

[illegible]

Displaying the Index Window in the Report List Screen

You can now use the Inventory report to see how to view report pages based on index values.

Begin by displaying the main indexes of the Inventory report. To do this, specify Option X (Index) in the report list.

- 3** Type **X** in **OPTION** field to the left of **INVENTORY** report and press **Enter** to display the Index Window for the Inventory report.

ACTIVE LIST	<D>	JOB	REP	USR DEF
-------------	-----	-----	-----	---------

```

COMMAND ==>>
O USER      REPORT          ODATE      PAGES      LINES V N STATUS
X DEMO      INVENTORY REPORT  05/05/00      9          357 0   Decol lated
DEMO      +-----+-----+-----+-----+-----+-----+-----+
DEMO      |                                     | ed
DEMO      |   MAIN INDEXES                     | ed
DEMO      |   REPORT INVENTORY REPORT          | ed
DEMO      |   O INDEX                          MEDIA RESIDENT | ed
===== >>> |   WAREHOUSE                      DISK      Y      | <<< =====
              |   ITEM-DESC                     DISK      Y      |
              |                                     |
              |                                     |
              |                                     |
              |                                     |
              |                                     |
              |                                     |
              |   USE S TO SELECT AN INDEX   Q FOR QUICK ACCESS PANEL |
              +-----+-----+-----+-----+-----+-----+

P PRINT      V VIEW      U UPDATE      I INSERT      A ADD INFO      E EDIT
X INDEX      N NOTE      G GIVETO      D DELETE      Q QUICK ACCESS      14.00.32

```

Figure 152 ITEM-DESC Index Values of Index Panel

VALUES OF INDEX: ITEM-DESC		(U. S. X)
COMMAND ==>>		SCROLL==>> CRSR
O VALUE	# OF SECTIONS	
ALUMI NUM BAR 1"	00000003	
ALUMI NUM BAR 2. 5"	00000003	
ALUMI NUM BAR 2"	00000003	
ALUMI NUM BAR 7"	00000003	
ANTI STATI C WICK	00000002	
BOLT 1/16	00000003	
BOLT 1/32	00000003	
BOLT 1/8	00000003	
BOLT 5/32	00000003	
COLI SION LI GHT L.	00000002	
COLI SION LI GHT R.	00000002	
ELECT. BOX ACF-RL	00000001	
ELECT. BOX ACF-R2	00000001	
ELECT. BOX WCF-LL	00000002	
ELECT. BOX WCF-RL	00000002	
ELECT. BUNDL EL/1A	00000003	
ELECT. BUNDL EL/2A	00000003	
ELECT. BUNDL EL/3A	00000003	
ELECT. BUNDL EL/5A	00000003	
ELECT. BUNDL EL/7A	00000003	
OPTI ONS: V -V I E W P -P R I N T X -S U B I N D E X E S		14. 09. 43

- 3** Press the **PF08/PF20** key twice to scroll down until the value **RIVET D. 0.5 BCR** is visible.

Figure 153 After Scrolling Down

VALUES OF INDEX: ITEM-DESC		(U. S. X)
COMMAND ==>>		SCROLL==>> CRSR
O VALUE	# OF SECTIONS	
LEFT WI NG	00000003	
MAI N LAN DI NG GEAR	00000001	
MAI N WHEEL	00000001	
METAL O RI NG 0. 1	00000003	
METAL O RI NG 2. 2	00000003	
METAL O RI NG 2. 7	00000003	
NI TRI C ACI D 10%	00000003	
NI TRI C ACI D 15%	00000003	
NOSE LAN DI NG GEAR	00000001	
NOSE WHEEL	00000001	
NUT 1/16	00000003	
NUT 1/32	00000003	
NUT 1/8	00000003	
NUT 5/32	00000003	
OI L DX-2W3	00000003	
RI GHT WI NG	00000003	
RIVET D. 0. 5 BCR	00000002	
RIVET D. 0. 1 ACP	00000003	
RIVET D. 0. 1 ACR	00000003	
RIVET D. 0. 1 BCR	00000002	
OPTI ONS: V -V I E W P -P R I N T X -S U B I N D E X E S		14. 24. 38

- 4** Enter **V** (View) in the **OPTION** field to the left of **RIVET D. 0.5 BCR** and press **Enter**.

Inventory report data, beginning with the first page that contains item RIVET D. 0.5 BCR, is displayed. The first occurrence is in Warehouse **1002**. This item is highlighted wherever it occurs in the report.

Figure 154 Highlighting of Selected Item

----- CONTROL-D/V REPORT VIEWING NOTES				O NDX: ITEM-DESC		
COMMAND ==>				SCROLL ==> CRSR		
USR DEMO	REP INVENTORY REPORT	JB JDEMO	00839 DT 050500 RUL			
-----1-----	-----2-----	-----3-----	-----4-----	-----5-----	-----6-----	-----7-----8
DATE: 05.05.00						
UPDATE: 05.05.00						
INVENTORY REPORT						

WAREHOUSE NO: 1002		DEPARTMENT: 100 - WINGS ASSEMBLY SHOP				
----		-----				
ITEM NO.	DESCRIPTION	SHELF	QNTY	QNTY	QNTY	QNTY IN
-----	-----	LIFE	UNIT	AVAIL	ORDER	PROCESS
-----	-----	----	----	-----	-----	-----
1233-781-21	RIVET D. 0.1 ACR	NONE	KG	100.00	250.00	
1233-781-22	RIVET D. 0.1 BCR	NONE	KG	10.00	50.00	
1233-781-25	RIVET D. 0.5 ACR	NONE	KG	500.00	500.00	
1233-781-26	RIVET D. 0.5 BCR	NONE	KG	25.00	25.00	
CMDS: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P p						11.11.15

5 Press the **PF08/PF20** key to find the next occurrence (in Warehouse **1003**).

Figure 155 Finding Next Occurrence

----- CONTROL-D/V REPORT VIEWING NOTES				O NDX: WAREHOUSE		
COMMAND ==>				SCROLL ==> CRSR		
USR DEMO	REP INVENTORY REPORT	JB JDEMO	00839 DT 050500 RUL			
-----1-----	-----2-----	-----3-----	-----4-----	-----5-----	-----6-----	-----7-----8
DATE: 05.05.00						
UPDATE: 05.05.00						
INVENTORY REPORT						

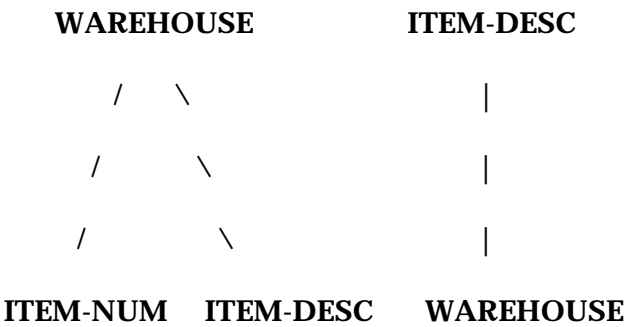
WAREHOUSE NO: 1003		DEPARTMENT: 100 - TAIL ASSEMBLY SHOP				
----		-----				
ITEM NO.	DESCRIPTION	SHELF	QNTY	QNTY	QNTY	QNTY IN
-----	-----	LIFE	UNIT	AVAIL	ORDER	PROCESS
-----	-----	----	----	-----	-----	-----
1233-781-21	RIVET D. 0.1 ACR	NONE	KG	100.00	250.00	
1233-781-22	RIVET D. 0.1 BCR	NONE	KG	10.00	50.00	
1233-781-25	RIVET D. 0.5 ACR	NONE	KG	500.00	500.00	
1233-781-26	RIVET D. 0.5 BCR	NONE	KG	25.00	25.00	
CMDS: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P p						10.53.49

6 Press **PF03/PF15** twice to redisplay the Active User Report List.

Using Quick Access Panels

Before learning how to use the Quick Access panels for this report, examine the report’s index structure and hierarchies, as illustrated below:

Figure 156 Index Structure and Hierarchies of Example Report



WAREHOUSE is a main index, for which there are subindexes to ITEM-NUM (item number) and ITEM-DESC (item description). Thus, for any warehouse, you can link to any item in that warehouse by its number or description.

ITEM-DESC is also a main index for which the subindex is WAREHOUSE. Thus for any named item (that is, item description) you can link to the warehouses that contain that item.

The Quick Access panel displays a main index and beneath it one of its subindexes.

7 Type **Q** (Quick Access) in the **OPTION** field to the left of the **INVENTORY** report and press **Enter** to display the first Quick Access panel.

Figure 157 Quick Access Panel

```

----- CONTROL-V QUICK ACCESS -----(U. Q)
COMMAND ==>                                USER ==> M21

REPORT NAME:  I NVENTORY REPORT
JOB NAME:     JDEMO
DATE:         05/05/00

      INDEX                VALUE      (PLEASE FILL IN ALL KNOWN VALUES)

      WAREHOUSE            -

      ITEM-NUM             -

CMDS:  END ,  ENTER ,  NEXT ,  PREV ,  PRINT ,  RETURN ,  SHPF                12. 39. 24

```

This Quick Access Panel contains the WAREHOUSE => ITEM-NUM index path, where WAREHOUSE is the main index. This panel can be used to view report pages containing the parts that are stored in the specified warehouses and whose item number matches the value or prefix specified in the ITEM-NUM field.

Because there can be several main indexes for this report, each with its own subindex, you can use the NEXT command to display the next main and subindex combination in the next Quick Access panel (or the PREV command to move to the previous combination in the previous panel).

- 8** Type **NEXT** in the COMMAND line and press **Enter**, or press **PF11/PF23**, to display the next Quick Access panel.

Figure 158 NEXT Quick Access Panel (1)

----- CONTROL-V QUICK ACCESS -----(U. Q)

COMMAND ==>USER ==> M21

REPORT NAME: I NVENTORY REPORT

JOB NAME: M21

DATE: 05/05/00

I NDEX

VALUE

(PLEASE FILL IN ALL KNOWN VALUES)

WAREHOUSE

-

I TEM-DESC

-

CMDS: END , ENTER , NEXT , PREV , PRINT , RETURN , SHPF12. 46. 31

This Quick Access panel contains the WAREHOUSE => ITEM-DESC index path. This panel can be used to view report pages containing the parts that are stored in a warehouse that matches the value or prefix specified in the WAREHOUSE field and whose description matches the ITEM-DESC field.

9 Repeat the previous operation to display the next Quick Access panel.

Figure 159 NEXT Quick Access Panel (2)

----- CONTROL-V QUICK ACCESS -----(U. Q)

COMMAND ==>USER ==> M21

REPORT NAME: I NVENTORY REPORT

JOB NAME: JDEMO

DATE: 05/05/00

I NDEX

VALUE

(PLEASE FILL IN ALL KNOWN VALUES)

I TEM-DESC

-

WAREHOUSE

-

CMDS: END , ENTER , NEXT , PREV , PRINT , RETURN , SHPF12. 49. 47

This Quick Access panel contains the ITEM-DESC => WAREHOUSE index path. This panel can be used to view report pages containing the parts whose description matches the value or prefix specified in the ITEM-DESC field and that are stored in the specified warehouse.

10 Repeat the previous operation again.

The same Quick Access panel remains displayed, but the following message

CTVG45E THERE IS NO NEXT INDEX

is displayed at the top of the panel. This means that the panel containing index path ITEM-DESC=> WAREHOUSE is the last Quick Access panel for this report.

Figure 160 NO NEXT INDEX Message

CTVG45E THERE IS NO NEXT INDEX		-V QUICK ACCESS	----- (U. Q)
COMMAND ==>		USER ==> N44	
REPORT NAME: INVENTORY REPORT			
JOB NAME: JDEMO			
DATE: 05/05/00			
INDEX	VALUE	(PLEASE FILL IN ALL KNOWN VALUES)	
ITEM-DESC	-		
WAREHOUSE	-		

This panel contains the index path you are going to use to once again locate the two occurrences of **RIVET D. 0.5 BCR**.

11 Type the value **RIVET** for the ITEM-DESC index and press **Enter** to display the following Values of Index panel:

[illegible]

- The Quick Access Panel that now contains the selected index value, RIVET D. O.5 BCR, is displayed.

```

----- CONTROL-V QUICK ACCESS -----(U. Q)
COMMAND ==> USER ==> N44

REPORT NAME:  I NVENTORY REPORT
JOB  NAME:    JDEMO
DATE:         05/05/00


INDEX                VALUE      (PLEASE FILL IN ALL KNOWN VALUES)

ITEM-DESC            -  RIVET D. 0.5 BCR

WAREHOUSE            -

CMDS:  END ,  ENTER ,  NEXT ,  PREV ,  PRINT ,  RETURN ,  SHPF
11.24.16

```

- As before, the first occurrence is in Warehouse **1002**. This item is highlighted wherever it occurs in the report.

- 14 Press **PF08/PF20** to find the other occurrence in Warehouse **1003**.
- 15 Press **PF03/PF15** three times to return to the User Reports entry panel.
- 16 Press **PF03/PF15** again to return to the IOA Primary Option menu.

Viewing Migrated Reports

When you specify Option V to view a report that has migrated to optical disk or cartridge, a message indicating that data retrieval is in progress may be displayed.

If you access CONTROL-V with the TSO or ISPF interface, you may receive the message shown in the following window.

Figure 163 “Data Being Retrieved” Message

----- CONTROL-D/V REPORT VIEWING				NOTES	PAGE	OF		
COMMAND ==>							SCROLL ==>	CRSR
USR DEMO REP BANKING REPORT				JB N50BKRPT	09687	DT 050500	RUL	
-----1-----	-----2-----	-----3-----	-----4-----	-----5-----	-----6-----	-----7-----	-----8	
<div style="border: 1px dashed black; padding: 10px; text-align: center;"> Data is being retrieved from external storage Please wait </div>								
CMDS: FIND str (PREV), EDIT, RULER on/off/name, VALUE, N n P p								

- 1 If you receive this message, wait for the report to be displayed.

If you use the IOA Online monitor to access CONTROL-V with other interfaces, you may receive a slightly different message (see **bolding**):

```
Data is being retrieved
from external storage
Please press ENTER and wait
```

2 Press **Enter** each time this message is displayed.



NOTE

You have completed this guide. You should now be able to use many of the CONTROL-D and CONTROL-V Online Viewing facilities to your advantage.

Commands and Function Keys

Table 20 CONTROL-D Commands and Function Keys (Part 1 of 2)

Screen	Command	Description	Keys
User Report List	DISPLAY	After Report List format	
User Report List	DOWN	Scroll Forward	PF08/PF20
Report Viewing			
Edit Report Lines and Columns			
Report Viewing	EDIT	Display Report Editing screen	PF04/PF16 (QUICKVIEW)
All screens	END	Save and exit screen	PF03/PF15
User Report List	FIND	Find string	PF05/PF17
Report Viewing			
All screens	HELP	Display Help for the screen	PF01/PF13
Report Viewing	LEFT	Scroll left	PF10/PF22
Edit Report Lines and Columns			
Edit Report Columns			
Report Viewing	LOCNOTE	Position cursor on next tagged note string	
Report Viewing	NEXTPAGE	Scroll down by print-page	
Report Viewing	PREVPAGE	Scroll up by print-page	
SCREEN	COMMAND	DESCRIPTION	PF12
User Report List	REFRESH	Refresh Report List information	PF04/PF16
All editing screens	RESET	Cancel changes and exit screen	

Table 20 CONTROL-D Commands and Function Keys (Part 2 of 2)

Screen	Command	Description	Keys
Report Viewing Edit Report Lines and Columns Edit Report Columns	RIGHT	Scroll right	PF11/PF23
User Report List	RULER	Show or hide report rulers	
Report Viewing	RULER	Determine format of the report	
Report Viewing	SHOWCC	Show or hide print control characters	
Report Viewing	SHOWNOTE	Highlight or unhighlight strings with Tag notes	
Report Viewing	SHOWPAGE	Show or hide print-page-marker-line	
All screens	SHPF	Display all relevant commands	PF24
User Report List Report Viewing Edit Report Lines and Columns	UP	Scroll backward	PF07/PF19
All editing screens	VIEW	Display Report Viewing screen	PF04/PF16 (QUICKVIEW)

Valid Color and Highlight Options

Below are the valid color and highlight options in Include, Exclude, Color and Edit Columns ruler screens.

NOTE



These are available only on terminals with seven-color support.

Table 21 Valid Colors

Option	Description
R	Red
G	Green
B	Blue
P	Pink
Y	Yellow
T	Turquoise
W	White

Table 22 Valid Highlight Options

Option	Description
U	Underscore
R	Reverse Video
B	Blink
blank	Regular

Index

A

Active User Report List – Default Display Type [133](#)
 Adding Additional Users [140](#)
 Adding Text to Overlay Lines [105](#)
 Additional Color Screen Edits [114](#)
 Apply on Header Field (in the Color Screen) [116](#)
 Apply on Header Field (in the Include and Exclude Screens) [113](#)

B

Basic %L Dynamic Extraction Parameters [120](#)
 Before You Begin [20](#)
 BMC Software, contacting [2](#)

C

Changing Entry Panel Display Types [23](#)
 Changing Report List Display Types [136](#)
 Changing the Scroll Amount [30](#)
 Clearing a Ruler [73](#)
 Color Screen [63](#)
 CONTROL-D and CONTROL-V User Guides [18](#)
 CONTROL-D Getting Started Guide [18](#)
 CONTROL-V Entry Panel Display Types [170](#)
 Conventions Used in This Guide [15](#)
 Counting Lines from the Bottom of the Page [123](#)
 Creating Tag Notes [75](#)
 customer support [3](#)
 Cutting and Pasting [96](#)

D

Deferred Printing [145](#)
 Defining Color and Defining Multiple Strings in the Include Screen [70](#)
 Defining Color Based on Strings [61](#)
 Defining Non-Scrollable Headers [48](#)
 Defining the Cut [98](#)
 Defining the Paste [100](#)
 Deleting a Ruler [143](#)
 Deleting Header Lines [123](#)
 DISPLAY OPTIONS [160](#)
 Displaying Additional Information in the Report List [138](#)

Displaying the Index Window in the Report List Screen [174](#)
 Displaying the List of Entry Panel Display Types [166](#)
 Displaying the Values of Index Panel [175](#)
 Dynamic Extraction Parameters [117](#)

E

Edit Report Columns Screen [52](#)
 Edit Report Lines and Columns Screen [48](#)
 Entry Panel [22](#)
 Excluding Report Lines [109](#)
 Exit Option Window [60](#)
 Exiting a Ruler Definition [59](#)
 Exiting the Online Viewing Facility [39](#)
 Exiting the Report Viewing Screen [27](#)
 Exiting the Ruler [108](#)

F

Fields of the Default Active and History Report Lists [134](#)
 FIND Command [36](#)
 Freezing Columns [52](#)

G

General Notes in the Report List [147](#)
 Global Rulers [128](#)

H

HELP Command [37](#)
 History User Report List [87](#)
 How to Restore a Report [88](#)

I

Immediate Printing [85](#)
 Include Screen [68](#)
 Inserting Overlay Lines [101](#)

L

Line Range Field [53](#)
 Logical Operations for String Fields in Rulers [72](#)

N

Need for Reformatting Reports [44](#)
 Note to the INCONTROL Administrator [20](#)
 Notepad Facility and Tag Notes [74](#)

O

Online Viewing of Reports Designed for Printing [42](#)
 Other Dynamic Extraction Parameters [122](#)
 Other SELECT BY Fields [158](#)
 Overview of Online Viewing [22](#)

P

P1 - Extracting Values from the Current Page [122](#)
 Permanent User Report List [150](#)
 Print Option Window [83](#)
 Print Rulers [125](#)
 Printing a Report [82](#), [127](#)
 product support [3](#)

Q

Quick Ruler Definition (QUICKVIEW) Key [46](#)

R

Reformatting Report Columns [96](#)
 Refresh Command [142](#)
 Related Publications [18](#)
 Repeating a FIND [36](#)
 Report Editing from the Active User Report List Screen
[144](#)
 Report Editing Screen [46](#)
 Report Selection [25](#)
 Restoring a Report [86](#)
 Reviewing Existing Tag Notes [77](#)
 RULER/ON/OFF/name Command [74](#)
 Rulers [46](#)
 Rulers and the Report List [143](#)

S

Saving View Rulers as Print Rulers [126](#)
 Saving With Or Without Overwriting an Existing Ruler [65](#)
 Screen Layout [27](#)

Scrolling by Print-Page [32](#)
 Scrolling Up and Down [29](#)
 SELECT BY Fields [155](#)
 SELECT BY STATUS Fields [159](#)
 Selecting a Model Line for Column Freezing [50](#)
 Selecting a New Model Line [55](#)
 Selecting a Ruler for Editing [67](#)
 Selecting Another Report for Viewing [28](#)
 Selection Criteria on the Entry Panel [154](#)
 Shifting Right and Left [34](#)
 SHOWCC and SHOWPAGE Commands [129](#)
 Specifying a New Freeze and Column Colors [56](#)
 Statuses on the Report List [135](#)
 support, customer [3](#)

T

technical support [3](#)

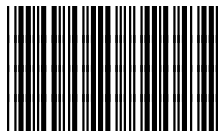
U

Updating the Report List [139](#)
 Using Index Values to Select Active Report Pages [173](#)
 Using Quick Access Panels [178](#)
 Using Rulers for Record Inclusion [66](#)
 Using the Default Display Type Entry Panel [163](#)
 Using the Exclude Lines Based on Strings Screen [110](#)
 Using the Show Options Window [164](#)

V

Viewing Migrated Reports [183](#)

Notes



62372